

TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Board Meeting Agenda

The William P. Hobby Jr. Bldg., Tower III, Room 102
333 Guadalupe Street
Austin, Texas

Thursday, October 29, 2015
9:00 a.m. – Conclusion

1. Preliminary Matters

- A. Call to order
- B. Roll call
- C. Excused and unexcused absences
- D. Determination of a quorum
- E. Recognition of guests
- F. Chair's opening remarks
- G. Public Comments

Debra Dockery
Paula Ann Miller
Debra Dockery

2. Approval of the August 24, 2015 Board Meeting Minutes (*Action*)

Debra Dockery

3. Executive Director Report

- A. Summary of Executive Accomplishments (*Information*)
- B. Operating Budget/Scholarship: Presentation on FY2015 year-end expenditures/revenue
- C. Trend Analysis Presentation on Agency Performance and Operations
- D. Strategic Plan Timeline

Julie Hildebrand

Report on Conferences and Meetings (*Information*)

- A. 2015 CLARB Annual Meeting – Sep 17-19
- B. 2015 LRGV-AIA BBC Conference – Sep 24-26

Julie Hildebrand

Report on Upcoming Conferences and Meetings (*Information*)

- A. TxA 76th Annual Convention & Design Expo – Nov 5-7
- B. 2015 Annual CIDQ Council of Delegates Meeting – Nov 13-14

4. Draft Amendments for Proposal (*Action*)

- A. Relating to registration of military service members, military veterans, and military spouses, Board Rules, 1.22, 3.22, 5.32, 1.29, 3.29, 5.39, 1.69, 3.69, 5.79, and 7.10
- B. Relating to Elimination of Reference to NCIDQ IDEP Program, Board Rules 5.31 and 5.202
- C. Relating to Eligibility to Petition for Rulemaking, Board Rule 7.7
- D. Relating to Consideration of Foreign Landscape Architecture Degrees, Rule 3.21 and 3.191
- E. Relating to Cleanup of Reference to \$200 Professional Fee, Rules 1.65, 3.65, and 5.75

Lance Brenton

Draft Rule for Proposal (*Action*)

Relating to Employee Training, Draft Rule 7.15

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5. **Enforcement Cases** (*Action*) Lance Brenton
Review and possibly adopt Executive Director’s recommendation in the following enforcement cases:
- A. **Registrant Case:**
Luhn, Graham B. (#147-14A)
 - B. **TDLR Case:**
Long, Phillip Barry (#091-15A)
Powell, Donald Rex (#097-15A)
 - C. **Continuing Education Cases:**
Ahearne, Patrick M. (#146-15A)
Blaney, Forrest A. (#081-15L)
Costigan, Kimberly Mawson (#136-15I)
Dobrowski, Daniel Lee (#112-15A)
Hau, Chi-Sing Kenneth (#140-15A)
Hsieh, Jiahuar (#137-15A)
Moebes, John (#135-15A)
Negrete, Jose Alfredo (#132-15A)
Nelson, Clayton (#111-15A)
Percival, Carla A. (#134-15A)
Speegle, John James (#071-15A)
Sumrall, Darren (#110-15A)
Waters, Hillary Merritt (#145-15I)
Williams, Gary Dale (#113-15A)
Wright, Richard Wilson. (#133-15A)
Yang, Kristy Kay (#139-15I)
- The Board may meet in closed session pursuant to TEX. GOV’T CODE ANN. §551.071(1) to confer with legal counsel***
6. **Request for Comments:** Modifications to the NCARB Education Standard (*Action*) Debra Dockery
7. **Upcoming Board Meeting** (*Information*) Debra Dockery
Thursday, February 25, 2016 – Full Board
8. **Vice-Chair’s Closing Remarks** Debra Dockery
9. **Adjournment** Debra Dockery

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Thursday, October 29, 2015

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NOTE:

- ◆ *Items may not necessarily be considered in the order they appear on the agenda.*
- ◆ *Executive session for advice of counsel may be called regarding any agenda item under the Open Meetings Act, Government Code §551.*
- ◆ *Action may be taken on any agenda item.*

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

Persons with disabilities who plan to attend this meeting and who need auxiliary aids or services are required to call (512) 305-8548 at least five (5) work days prior to the meeting so that appropriate arrangements can be made.

FREQUENTLY USED ACRONYMS

ACSA	Association of Collegiate Schools of Architecture
ADA	Americans with Disabilities Act
AIA	American Institute of Architects
ASID	American Society of Interior Designers
ASLA	American Society of Landscape Architects
ARE	Architect Registration Examination
BOAT	Building Officials Association of Texas
CACB	Canadian Architectural Certification Board
CIDA	Council for Interior Design Accreditation
CIDQ	Council for Interior Design Qualification
CLARB	Council of Landscape Architectural Registration Boards
GAA	General Appropriations Act
GRF	General Revenue Fund
IDCEC	Interior Design Continuing Education Council
IDEC	Interior Design Educators Council
IDP	Intern Development Program
IIDA	International Interior Design Association
LARE	Landscape Architect Registration Examination
MBA	Member Board Administrator (within NCARB)
NAAB	National Architectural Accreditation Board
NCARB	National Council of Architectural Registration Boards
OAG	Office of the Attorney General
SOAH	State Office of Administrative Hearings
SORM	State Office of Risk Management
TAID	Texas Association for Interior Design
TAS	Texas Accessibility Standards
TASB	Texas Association of School Boards
TBPE	Texas Board of Professional Engineers
TxA	Texas Society of Architects
TSPE	Texas Society of Professional Engineers

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of August 24, 2015 Board Meeting

William P. Hobby Jr. Building, 333 Guadalupe Street
Tower III, Conference Room 102
Austin, TX 78701

9:00 a.m. until completion of business

1. Preliminary Matters

A. Call to Order

Chair called the meeting of the Texas Board of Architectural Examiners to order at 9:00 a.m.

B. Roll Call

Chuck Anastos called the roll

C. Excused and unexcused absences

Paula Ann Miller (Excused)

Chase Bearden (Excused)

Present

Alfred Vidaurri	Chair
Debra Dockery	Vice-Chair
Charles H. (Chuck) Anastos	Member
Bert Mijares, Jr.	Member
Sonya Odell	Member
Michael (Chad) Davis	Member
William (Davey) Edwards	Public Member

TBAE Staff Present

Julie Hildebrand	Executive Director
Lance Brenton	General Counsel
Glenn Garry	Communications Manager
Glenda Best	Director of Operations
Christine Brister	Staff Services Officer
Mary Helmcamp	Registration Manager
Mike Alvarado	Registration Manager
Kenneth Liles	Finance Manager
Jack Stamps	Managing Investigator
Dale Dornfeld	IT Manager
Katherine Crain	Legal Assistant
Julio Martinez	Network Specialist

D. Determination of a quorum

A quorum was present.

E. Recognition of guests

The Chair recognized the following guests: DeAnn Walker from Governor Abbott's office, Donna Vining, Executive Director for Texas Association for Interior Design, David Lancaster, Senior Advocate for Texas Society of Architects (in at 9:30), and Steven Schrom, Texas Legislative Services.

F. Chair's Opening Remarks

The Chair opened the meeting by stating that he was running out of opening remarks as his time as Chair was overdue. He never thought it would be as hard to get off a Board as it was to get on a Board. He said that it was just like yesterday when he came to Austin to join the Board over a decade ago. However, a decade ago, Google and Facebook were on the cutting edge. Lance Armstrong won the Tour de France and the cost of gas was just \$2.10. Gas is cheaper today than at the time he joined the Board. Another interesting fact was Martha Stewart was found guilty and sentenced to prison time.

Other amazing topics of interest in the last decade were as follows: the five legislative sessions; the Sunset reviews; the dispute with our colleagues, the engineers; the Institute of Justice and the lawsuit against the interior designers; a new Executive Director and a new General Counsel as well as becoming fully embedded in SDSI. He stated that he was truly going on the record as this is his last meeting.

G. Public Comments

None.

2. Approval of Board Meeting Minutes (Action)

The Chair put the draft minutes of the last Board meeting before the Board. A MOTION WAS MADE AND SECONDED (Edwards/Anastos) TO APPROVE THE MAY 7, 2015 BOARD MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY.

3. Executive Director Report (Information)

A. Summary of Executive Accomplishments (Information)

The Executive Director directed the Board to the report in the notebook and stated that her report will look similar to this in the future. It provides a summary of accomplishments, enforcement issues, detail and broad statistics and finally registration matters. She requested that the Board instruct her on other issues they may want addressed in the future. She said she would be working with Glenn Garry on her report to the Board as well as other annual and quarterly reports that are presented to the Board.

B. Fiscal Year 2015 3rd Quarter Operating Budget (Information)

The Executive Director requested the Board to focus on the FY2015 budget presented on page 20, specifically, columns 2 and 3. Column 3 represents

the final budget for Board approval. She stated that revenues were much higher than anticipated, roughly \$100,000 more than projected due to new applications and expenditure savings of approximately \$50,000 on the former Executive Director's salary.

C. Board Approval of the Fiscal Year 2016 Operating Budget (*Action*)

She then directed the Board to look at 2016 in terms of long range planning. She emphasized the fact that the agency has some significant mandates in the future that will affect the revenues of the agency. Also, this session that just passed will affect the expenditures of the agency. She said that staff looked at the historical trend analysis, previous revenues and licensing statistics to determine the economic projections and what resources the agency would need over the next several years. However, she admitted that at this point we don't know because we have not gone through the strategic planning stage yet. She said that the agency may have a better understanding of the situation next year. Furthermore, in order to shore up the state's pension fund, there was an increase from 6 percent to 9.5 percent. Along with that increase, employees' salaries must be increased by 2.5 percent and that the agency would have to come up with that expenditure itself. Also, there will be an increase because of increased expenditures on health insurance. Another source of increase comes from the State Office of Administrative Hearings (SOAH). They have changed their billing procedures to interagency contracts and they are now charging for two years in advance for their time. They are moving to a flat fee basis and TBAE will have to pay them whether the agency uses them or not in enforcement cases. SOAH will notify the agency of the amount that will need to be paid on the next biennium. Those were the biggest increases in expenditures.

Additionally, she summarized registration trends for the Board. She stated that the Board currently has 11,622 architects which is the highest amount of architects ever for this agency. Therefore, there has been an increase in architectural registrations and a two percent increase in landscape architects. Furthermore, she surmised that the legislative mandate for examination for the interior designers would impact 1800 licenses essentially decreasing the number of registered interior designers in 2017 and the Board will have to deal with that issue at that time. With that fact in mind, she reviewed the fund balance and determined that at the end of fiscal year 2015, the fund balance will be at 80 percent. When she benchmarked it with other agencies, she found that a level of at least 25 percent of the annual budget was typical. The Board has maintained that it wants to keep the fund balance at least at 50 percent. In other words, it appears that as soon as FY 2019 the Board will need to raise fees or do something else to increase revenue. The Board engaged in a general discussion regarding budgetary issues and the future of the fund balance.

A MOTION WAS MADE AND SECONDED (Anastos/Davis) TO APPROVE THE BUDGET FOR 2016. THE MOTION PASSED UNANIMOUSLY.

D. Policies and Procedures (Action)

The Executive Director directed the Board to pages 14 and 21 of her report regarding the scholarship fund and the implementation of the repeal of the \$200 professional fee effective September 1, 2015. Furthermore, she directed the Board to page 22 of the report regarding policies and procedures. The first one is the reserve fund balance which is shown on page 23. Pages 24-26 are the old versions. She stated that she left the fund balance at 6 months. After 2019 or 2020, the Board should consider whether it be lowered or not.

A MOTION WAS MADE AND SECONDED (Anastos/Mijares) TO APPROVE THE POLICIES AND PROCEDURES AS SUBMITTED.

Subsequently, a discussion ensued regarding the Board's desire to participate in a budget workshop prior to adopting the Board policy regarding TBAE budget development.

The Executive Director stated that the agency would normally start working on the Strategic Plan in January. However, she asked the Board if they would prefer to have a workshop in October to discuss the budget issues. Mr. Davis liked the idea. Ms. Hildebrand stated that for the Strategic Planning, there would be an actual meeting with stakeholders to get more people involved in the process. Mr. Anastos and Mr. Davis both agreed that this would be a good plan. Mr. Mijares stated that he thought it was important for the new board to be included in the budget discussions. After ample discussion amongst the Board regarding the policies and procedures, in particular, reference to the 6 month reserve fund, the 5 percent issue and a general Strategic Planning strategy, the Board took the vote on the motion.

The Chair called for a vote on the motion. THE MOTION DID NOT PASS.

Ms. Hildebrand stated that this Strategic Plan is different because it is not being developed just by staff. There will be an actual period where we seek stakeholders' input and then analyze that input. In addition, we will be doing an environmental scan and bringing that information to the management team to make proposals. Those proposals will be brought to a full board for review of all the information and to identify trends and resulting issues that would be part of the Strategic Plan. In other words, the agency is going to break down the process in order to get more people involved and approved by the full board.

A MOTION WAS MADE AND SECONDED (Anastos/Dockery) TO APPROVE THE STRATEGIC PLAN AS STATED. THE MOTION PASSED UNANIMOUSLY.

F. Agency Goals and Objectives (*Information*)

Ms. Hildebrand directed the Board's attention to her goals and objectives and stated that she has used this tool in the past and it was very useful to the Board. The Board would receive this information before the last meeting of the fiscal year. If there was a special goal, then we would include it. These are across the board and what you will see every year. They are fairly detailed and broken down by individual divisions and across the board goals. Ms. Hildebrand further noted that when she does performance evaluations for managers, these goals and objectives she would want to see to measure the agency's success.

A MOTION WAS MADE AND SECONDED (Davis/Edwards) TO ACCEPT THE GOALS AND OBJECTIVES FOR THE YEAR 2016. THE MOTION PASSED UNANIMOUSLY.

The Executive Director pointed out a few housekeeping items. Included in the notebook is a resolution for Mary Helmcamp, Registration Manager, who is retiring. Also, she wanted to introduce and welcome the new Registration Manager, Mike Alvarado. The Board welcomes and congratulates Mr. Alvarado on his new position. The Chair inquired as to whether Ms. Hildebrand would be filling Mr. Alvarado's former position and she stated in the affirmative. In addition, the Executive Director had mentioned last meeting that she would be sending out the Board materials to the members of the Board, but she has decided to have Glenda Best send the materials.

Report on Conferences and Meetings (*Information*)

A. NCARB 2015 Annual Meeting – June 17-20

Ms. Dockery and Ms. Hildebrand attended NCARB and Ms. Dockery presented her report on the conference. She stated that there was an election of officers at the meeting. Also, the workshops were informative and interactive and a lot of fun.

Ms. Hildebrand informed the Board that she had learned a lot at this meeting and had already started communicating with other Executive Directors across the United States. Mr. Vidaurri reported to the Board that they introduced their new Executive Director during the annual meeting. He commented that next year's meeting will be in June in Seattle, Washington.

B. METROCON15 – Aug 13-14

Ms. Hildebrand reported to the Board and stated that there were more people at the convention this year than last year and that TBAE's presentation went well. She got a lot of good feedback and met a lot of people. Furthermore, she attended several sessions during the conference that focused on health, safety and welfare and what Registered Interior Designers actually do in the industry. She said that the CLARB annual meeting is next which is scheduled for September 17-19 and the NCIDQ annual meeting is scheduled in Atlanta for November 13-14. She looks forward to attending both conferences.

The Board took a break at 10:20 a.m. and reconvened at 10:33 a.m.

4. Proposed Rule for Adoption (Action)

Amend Rule 7.10, pertaining to annual general fees, to implement a change in automated clearing house network (ACH) service charges by Texas.gov, and to implement House Bill 7 (84th Legislature), which repeals the \$200 professional fee previously imposed by statute.

The General Counsel explained to the Board that the rule was a draft rule which was approved for proposal in May. He directed the Board to page 47 of the notebook and explained that the rule had two components. One requirement would allow the Board to receive online payments through Texas.gov through ACH. Beginning on September 1, Texas.gov will assess a flat fee of \$1.00 for payments. That is the first component of the rule. Secondly, after the May Board meeting the Legislature passed HB7 which repealed the professional fee. Previously, the Board had the professional fee in the schedule. No comments were received, it is staff's recommendation that the Board adopt the rule.

A MOTION WAS MADE AND SECONDED (Mijares/Anastos) TO APPROVE THE RULE CHANGE AS PROPOSED IN THE TEXAS REGISTER. THE MOTION PASSED UNANIMOUSLY.

5. Adoption of a Rule Review Schedule (Action)

The General Counsel explained that a state agency is required to review its rules every 4 years and determine whether the rules are still necessary. The last rule review was done in 2012; therefore, a new rules review must be done in 2016. Page 52 of the notebook presents the proposed schedule for rule review process. He recommends that the Board adopt the rule review schedule.

A MOTION WAS MADE AND SECONDED (Davis/Edwards) TO ACCEPT THE RULE SCHEDULE AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

6. Enforcement Cases

Review and possibly adopt Executive Director's recommendation in the following enforcement cases:

**A. Registrant and Non-Registrant Cases:
Blundell, Judy (#137-1N)**

The General Counsel presented the case involving Judy Blundell. This was a case derived from a complaint received on June 17, 2014. TBAE received a telephone call about an article in the *Austin American Statesman* calling Respondent an architect. On that date, the Board received a form from the City of Taylor with her name – Judy Blundell and the word “architect” next to it. Mr. Brenton read the summary into the record. He explained that Ms. Blundell is not an architect and has never been an architect. In the beginning of the case, she claimed that she had been involved in the floor plans of the project. Based on the findings of the Board's investigation, Respondent violated TEX. OCC. CODE §1051.701. Respondent is willing to

accept an administrative penalty of \$10,000 which is \$5,000 for the title violation and \$5,000 for the illegal practice of architecture. The General Counsel stated that it is our recommendation to accept the proposed settlement.

A MOTION WAS MADE AND SECONDED (Mijares/Edwards) TO ACCEPT THE EXECUTIVE DIRECTOR'S RECOMMENDATION OF AN ADMINISTRATIVE PENALTY OF \$10,000 AND A CEASE AND DESIST ORDER. THE MOTION PASSED UNANIMOUSLY.

Harrison, Randy (#035-15N)

The General Counsel presented the second case to the Board members. He said that the Board looked at this case at the last meeting and had requested that he review the facts. He summarized the facts of the case for the Board and stated that at the previous board meeting, it was suggested that \$5,000 would be a better suited administrative penalty over the \$2,000 previously recommended.

A MOTION WAS MADE AND SECONDED (Davis/Odell) TO ACCEPT THE EXECUTIVE DIRECTOR'S RECOMMENDATION OF ADMINISTRATIVE PENALTY OF \$5,000 AND A CEASE AND DESIST ORDER. THE MOTION PASSED UNANIMOUSLY.

Moore, Dawn (#088-14N)

The General Counsel presented the case as a holdover from the last meeting. He read the highlights of the summary in the notebook. He stated that there was a great amount of historical data regarding precedent from the previous board meetings. He emphasized to the Board that the recommendation of an administrative penalty of \$40,000 would be the 5th largest penalty ever imposed by the Board and it would be the highest one collected on a case. In terms of looking at a case analysis, it is his recommendation that the agreed order be adopted by the Board and a \$40,000 penalty be imposed.

There was ample discussion amongst board members regarding the amount of the penalty to impose on the Respondent as well as whether the agency would be successful in prosecuting this case at SOAH.

A MOTION WAS MADE AND SECONDED (Anastos/Mijares) TO APPROVE THE PROPOSED ENFORCEMENT ACTION AGAINST DAWN MOORE IN CASE NUMBER 088-14N WITH THE ADDITIONAL REQUIREMENTS THAT STAFF SEND OUT A NEWSLETTER DESCRIBING THIS PENALTY TO ALL STATE ARCHITECTS, REGISTERED INTERIOR DESIGNERS, BUILDING DESIGNERS, HOUSE DESIGNERS, EVERY DESIGN ORGANIZATION IN OUR DATABASE SO WE LET EVERYONE KNOW WHAT HAPPENS WHEN YOU TAKE A SEAL FRAUDULENTLY. THE MOTION PASSED UNANIMOUSLY.

The Executive Director offered the suggestion of sending out a press release regarding safeguarding your seal. Mr. Stamps also stated that he would be using this case in future presentations to various associations.

James Calvin Walker (#075-11A)

The General Counsel directed the Board to page 59. He stated that this case involves a registered architect, James Calvin Walker, Texas architectural registration number 5428. In the first half of 2011, the Board received a copy of set of construction documents from the City of McAllen for a project identified as "Mosaic Lofts." The project included architectural and engineering plans for an apartment complex of 6 buildings. The units were separated by walls rather than by open space and were, therefore, considered multi-family dwellings. The Respondent's architectural seal and signature were affixed to 22 sheets of construction documents. There were some issues with the plans. There was missing information regarding the height of slope of the roof and as a result there were issues with the building when it was constructed. The issues were that water entered the base of the walls.

This case went to mediation last year with Chuck Anastos, Debra Dockery, Davey Edwards and Board staff prior to my arrival and the Executive Director's arrival at the Board. The mediation was conducted at the State Office of Administrative Hearings and the Agreed Order is on page 67 and 71 of the package. The case to be heard by the Board was postponed until this meeting. The settlement was for a total of \$25,000 administrative penalty to be paid over a 5 year period. Respondent must pay \$15,000 of the penalty within 3 years with a probated suspension of his license for 24 months. Also, he will be required to submit a list of plans to the Board for a period of two years.

A MOTION WAS MADE AND SECONDED (Mijares/Davis) TO ACCEPT THE FINAL ORDER THAT IS CONTAINED IN THE PACKAGE AND ENTER THE ORDER WHICH INCLUDES A 24 MONTH PROBATIONARY PERIOD AS WELL AS AN ADMINISTRATIVE PENALTY OF \$25,000. THE MOTION PASSED UNANIMOUSLY.

B. Continuing Education Cases

The Chair read the seven cases of continuing education and stated that the Board would be hearing them as a whole. The General Counsel requested that the Board remove the case involving John James Speegle from the agenda. His case will be heard next meeting.

Mr. Mijares read each case name and number into the record as follows:

Burns, Lea Ann (#083-15I)

Huggins, Martie Kay (#073-15I)

Martin, Garrett P. (#084-15A)

Moriarty, Ellen Maureen (#074-15A)

Stanley, Colin Lee (#070-15A)

Stone, Scott Lee (#050-14A)

Wilburn, Christina B. (#082-15I)

A MOTION WAS MADE AND SECONDED (Mijares/Anastos) TO ADOPT THE EXECUTIVE DIRECTOR'S RECOMMENDED ADMINISTRATIVE PENALTIES IN THE PROPOSED AGREED SETTLEMENTS OF THE ABOVE-REFERENCED CASES INVOLVING CONTINUING EDUCATION VIOLATIONS. THE MOTION PASSED UNANIMOUSLY.

7. Member Board Comment Period regarding the Experience Portfolio Documentation Method to NCARB's Interior Development Program (Action)

The Chair suggested that Ms. Dockery present a summary of the proposed rule which is located on page 76 of the board package. She stated that this is another change under consideration for the IDP training hours. Right now the rules are reported on a 6 month basis and prior to 2014, any hours that they did not report under that 6 month rule, they lost. They did not get credit for those hours. This was done in order to get interns to stay on track. In 2014, this Board and others around the nation voted on expanding the reporting period to allow 50% credit for experience that was reported after 6 months but within 5 years. Other recent changes to the IDP, we went from 5600 hours to 3740, basically 2 years.

The proposed change for which NCARB is soliciting input would be for experience beyond the 5 years; the candidate would prepare documentation of that past experience that would include a work product example and submit that to the candidate's current supervisor. The rationale for this change is to facilitate licensure. The stated program needs to not be overly burdensome or expensive. The Chair stated that this was a new proposal and that NCARB is seeking feedback only at this point. If NCARB gets positive feedback from its member states, it may be reviewed and voted upon sometime next year. There was ample discussion amongst board meetings regarding the IDP program and the changes that have been made thereto and the changes that they are currently considering.

8. Approval of the Proposed 2016 Board Meeting Dates (Action)

Thursday, February 25, 2016

Thursday, May 26, 2016

Thursday, August 25, 2016

Thursday, October 27, 2016

A MOTION WAS MADE AND SECONDED (Davis/Edwards) TO ACCEPT THE ABOVE-REFERENCED DATES FOR BOARD MEETINGS IN 2016. THE MOTION PASSED UNANIMOUSLY.

**9. Approval of Resolution Honoring: (Action)
Mary Helmcamp**

The Chair read the resolution as follows:

Be it known that
Mary B. Helmcamp

Has distinguished herself through her dedicated and conscious service as an employee of this Board for more than twenty years from March 1995 through August 2015, and

Whereas, Ms. Helmcamp has served in the Board's Registration Division supporting its Mission to ensure a safe built environment for Texas by regulating the professions of architecture, landscape architecture and interior design, and has served as the manager of the division since 1997;

Whereas, Under her supervision, the Board has granted approximately 12,390 registrations for architects, landscape architects and interior designers;

Whereas, Ms. Helmcamp has been responsible for the implementation of the computerization of the Architect Registration Examination and Landscape Architect Registration Examiners, the development of countless new programs related to the registration of all three professions, the integration of ever developing new technologies, the drafting of many new and revised Board rules, and has always given excellent customer service;

Whereas, Ms. Helmcamp has performed her job with professionalism and integrity and has made the registration process more accessible and responsive to the needs of the citizens of Texas;

Whereas, Ms. Helmcamp has made a significant contribution to the health, safety and welfare for all citizens of our State.

Now, Therefore, Be it Resolved, that the Texas Board of Architectural Examiners in Formal Meeting assembled this 24th Day of August, 2015, does publicly acknowledge its appreciate of outstanding board service and have voted unanimously for this

Resolution of Commendation to Mary B. Helmcamp, and have caused a copy of this Resolution to be included within the Minutes of this Board.

William D. "Davey" Edwards

The Chair read the resolution as follows:

Be it known that
William D. "Davey" Edwards

Has distinguished himself through his dedicated and conscious service as a member of this Board from April 11, 2013 through August 24, 2015, having been appointed by Governor Rick Perry; and during his term having served as a member of the Rules Committee and

Whereas, Mr. Edwards is a Fighting Texas Aggie Class of '93 with a Bachelor's of Science degree in Biomedical Science, a Master's of Science degree in Geospatial Surveying Engineering from Texas A&M University at Corpus Christi, and is completing his Doctorate of Philosophy degree in Geoscience and Geospatial Sciences at the University of Texas at Dallas; and

Whereas, Mr. Edwards is a co-owner with his father of a 38-year old surveying company in Decatur, Texas; Edwards Surveying, L.L.C. and also owns a land consulting company called Cadastre Resolution Group and

Whereas, Mr. Edwards has served the public and further distinguished himself by serving on the executive committee for the Texas Society of Professional Surveyors (TSPS) since 2008 and as part president of TSPS and on the board of directors as director at large, as vice president, president and past president of the Fort Worth Chapter of TSPS; and

Whereas, Mr. Edwards was awarded the 2006 TSPS Young Surveyor of the Year and the 2007 TSPS Chapter President, and is a member of TSPS, the Oklahoma Society of Land Surveyors, and the National Society of Professional Surveyors; and

Whereas, Mr. Edwards created and taught several continuing education courses for TSPS including the two boundary retracement courses in Brady and Concan, Texas.

Now, Therefore, Be it Resolved, that the Texas Board of Architectural Examiners in Formal Meeting assembled this 24th Day of August, 2015, does publicly acknowledge its appreciation of outstanding board service and have voted unanimously for this

Resolution of Commendation to William D. "Davey" Edwards, and have caused a copy of this Resolution to be included within the Minutes of this Board.

A MOTION WAS MADE AND SECONDED (Mijares/Anastos) TO ACCEPT THE RESOLUTIONS HONORING MARY B. HELMCAMP AND WILLIAM D. "DAVEY" EDWARDS INTO THE RECORD OF THE AUGUST 24, 2015 MINUTES. THE MOTION PASSED UNANIMOUSLY.

10. Upcoming Board Meeting (Information)

Thursday, October 29, 2015 – Full Board

The Executive Director stated that the Board members will get the plan for the Strategic Planning during the next board meeting.

11. Chair's Closing Remarks

I wanted to share a piece of exciting news with you. Ms. Dockery will be receiving an award for outstanding mentoring from the Texas Society of Architects at the convention. I think it is very fitting. Congratulations to Ms. Dockery.

It has been a wonderful 11 years. It has been an amazing journey and open some hard times in that last decade. I think this is the finale for myself.

12. Adjournment

A MOTION WAS MADE AND SECONDED (Mijares/Odell) TO ADJOURN THE MEETING AT 12:05 O'CLOCK P.M. THE MOTION PASSED UNANIMOUSLY.

Approved by the Board:

ALFRED VIDAURRI, JR., FAIA, NCARB, AICP
Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Summary of Executive Accomplishments

Executive

- Updated all Policies and Procedures and Employee Handbook
- Updated Board Member Orientation materials
- Participated in the Survey of Employee Engagement. The results of the survey will be considered in strategic planning workshops.

Government Law & Liability Conference – December 8, 2015 in San Marcos – topics include public information, legislative update, rulemaking, liability of state officials, the State Office of Administrative Hearings, Proposals for Decision, ultra vires, antitrust, and open meetings. Please see Lance Brenton if you are interested in attending.

Communications

- September Newsletter was completed and published

Presentations with Impressions:

- AIA Summer School Conference in Austin (Jack)
- Lower Rio Grande Valley AIA Conference (Jack)
- Texas Tech Interior Design Program (Glenn)
- Parkhill, Smith & Cooper (Glenn)

Group Emails Sent:

- Sent list serve to registration candidates about paying annual record maintenance fee.

Information Technology

The new Individual Registration website has been completed, which will give registrants an improved experience. The additional functionality will also provide a tool for board staff to monitor and maintain registrant records. Eventually, the new website will replace the need for the aging TBAsE MS Access application.

Summary of Registration Department Accomplishments

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Examination Applications Received	54											
Reciprocal Applications Received	39											
Total Applications Received	93											
Exam Scores Received and Entered	373											
Examination Registrations Issued	45											
Reciprocal Registrations Issued	36											
Total Registrations Issued	81											
Active Architects	11,681											
Active Registered Interior Designers	3,760											
Active Landscape Architects	1,464											
CE Audits Conducted	122											
CE Audits Referred for Investigation	5											
Approved Scholarship Applications	7											
Certificates of Standing	15											

- All new registrants were registered within one day of all documentation being received and the fee being deposited.
- Mike Alvarado has taken on his new role as Manager of the Registration Division and has hired a new employee, Steven Ramirez to fill his vacant position.

Summary of Enforcement Accomplishments

As of October 16, 2015

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Cases Received and Opened	21											
Cases Closed by Investigations	11											
Cases Referred to Legal	10											
Average Number of Days to Investigate	77											
Cases Referred for Criminal Prosecution	0											
Notices of Violation by Legal	11											
Warnings from Executive Director	9											
Average Number of Days to Institute Disciplinary Proceedings	0											
Complaints Filed at SOAH	0											
Average Number of Days to Refer Unsettled Case to SOAH	0											

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Fiscal Year 2015 Budget with Servers**

	FY 2015 Approved Budget	FY 2015 Actual through 8-31-2015	FY 2015 Actual Versus Approved 2015 as a Percentage (Col. 2/ Col.1)	FY 2016 Approved Budget
Revenues:				
Licenses & Fees	2,446,000	2,567,029	102.15%	2,601,504
Business Registration Fees	72,000	91,224	126.70%	75,000
Late Fee Payments	85,000	118,503	139.41%	120,000
Other	1,000	3,945	394.47%	2,500
Interest	500	1,487	297.48%	1,000
Potential Draw on Fund Balance	67,105			
Total Revenues	2,671,605	2,782,188	104.14%	2,800,004
Expenditures:				
Salaries and Wages	1,356,156	1,325,688	97.75%	1,456,300
Payroll Related Costs	398,000	414,834	104.23%	445,904
Professional Fees & Services	32,000	19,856	62.05%	36,000
Travel				
Board Travel	30,000	30,166	100.55%	30,000
Staff Travel	18,000	9,742	54.12%	18,000
Office Supplies	12,000	11,208	93.40%	12,000
Postage	15,000	11,935	79.56%	15,000
Communication and Utilities	18,800	13,030	69.31%	18,800
Repairs and Maintenance	1,000	514	51.35%	1,000
Office Rental	60,910	78,392	128.70%	78,000
Equipment Leases--Copiers	10,000	7,745	77.45%	10,000
Printing	23,475	19,534	83.21%	20,000
Operating Expenditures	47,000	27,092	57.64%	41,000
Conference Registration Fees	4,000	3,423	85.56%	4,000
Membership Dues	20,000	19,260	96.30%	20,000
Staff Training	5,000	3,423	68.45%	6,000
SWCAP Payment	68,939	38,026	55.16%	38,000
Payment to GR	510,000	510,000	100.00%	510,000
IT Upgrades	41,325	47,615	115.22%	40,000
Total Expenditures	2,671,605	2,591,481	97.00%	2,800,004
Excess/ (Deficiency) of Rev over Exp.	-	190,707		-

Funding for 6 months	\$	1,295,741
Excess Fund Balance	\$	1,267,069
Total Fund Balance	\$	2,562,810

Enforcement Penalties Collected \$ **46,264**

General Revenue Collected \$ **3,169,200**

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Fiscal Year 2015 Budget - Scholarship Fund**

	FY 2015 Budget	FY 2015 Actual Expenditures Sept 1, 2014--- August 13, 2015	FY 2015 Remaining Budget
Operating Fund Beginning Fund Balance:	-	-	98,985.57
Adjusted Beginning Balance	-	-	-
Scholarship Fund Beginning Balance	122,964.98		
Total Beginning Scholarship Fund Balance	122,964.98	122,964.98	98,985.57
Expenditures:			
Operating Expenditures-Scholarship Payments		23,979.41	-
Total Expenditures		23,979.41	-
Excess/(Deficiency) of Rev. over Exp.	122,964.98	98,985.57	-
Fund Balance	122,964.98	98,985.57	98,985.57

Number of Scholarships Awarded

48

Frequency per Fiscal Year----September 30, January 31, and May 31

ANNUAL REPORT ON TRENDS:

Where have we come from, and where are we going?



For the past few years, TBAE staff have compiled and presented annual trends and statistics to the Board during its autumn meeting. We are pleased this year to provide updated data in a refreshed format, with an eye toward succinctness and ease of understanding. And as always, it is the agency's intention to provide this report not only to the Board, but to the agency's stakeholders, interested parties, and to the people who live, work, and play in the built environment of Texas.

As a result, you will find clear and simple representations of agency trends, organized into color-coded groupings

by broad topic. Content wrapped in blue touches on registration and licensing. Red content is about enforcement. Finally, green content regards the agency's financial and administrative operations.

The graphical representations in this report are crafted to illuminate agency trends concisely and simply. The full data-set used to create these charts is available upon request.

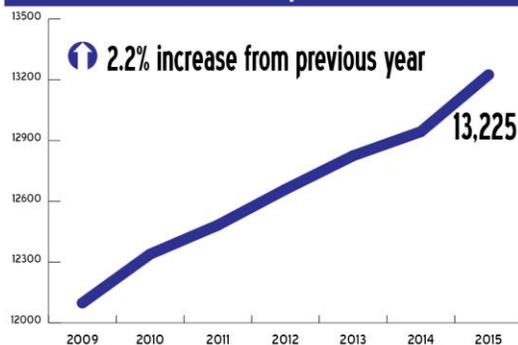
We hope you find this report enlightening and useful, and as always, we're available to answer questions.

TBAE Trends, 2015

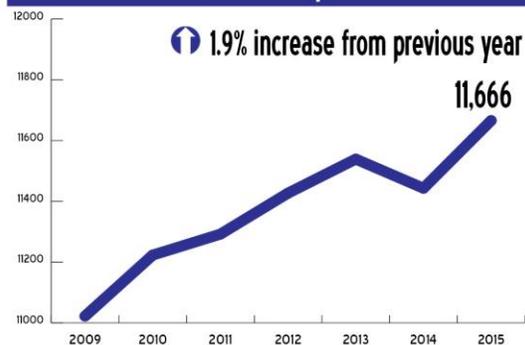
ARCHITECT REGISTRANTS

- At least six years of growth in the profession overall
- Maps closely to NCARB national growth (2%)
- Uptick in Emeritus registrants may be a reflection of demographics

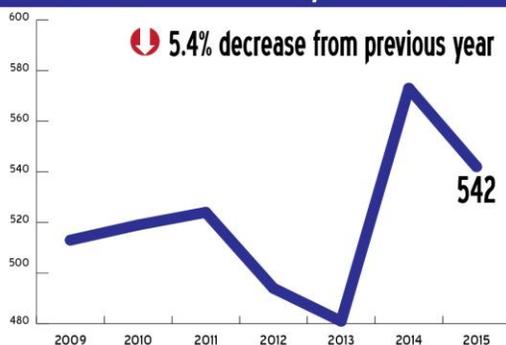
All Architects by Fiscal Year



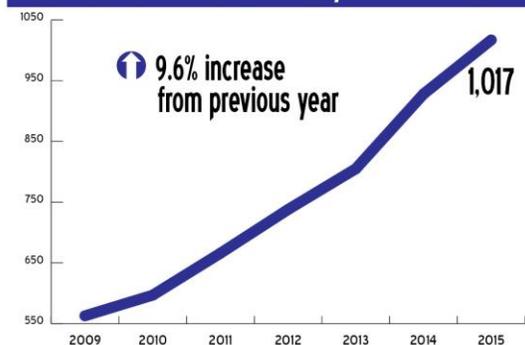
Active Architects by Fiscal Year



Inactive Architects by Fiscal Year



Emeritus Architects by Fiscal Year



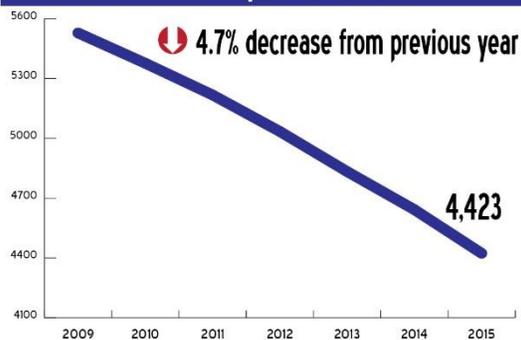
Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.

TBAE Trends, 2015

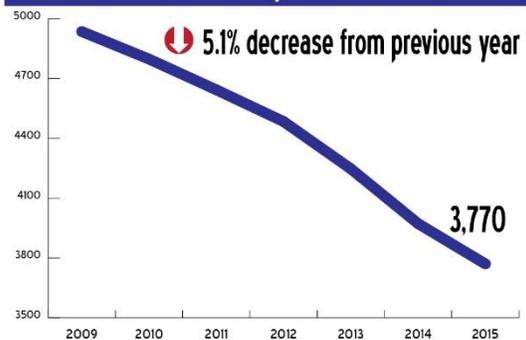
RID REGISTRANTS

- We're seeing a continued decline in all statuses but Emeritus
- Emeritus eligibility became possible in 2012 (after 20 years of enabling legislation)

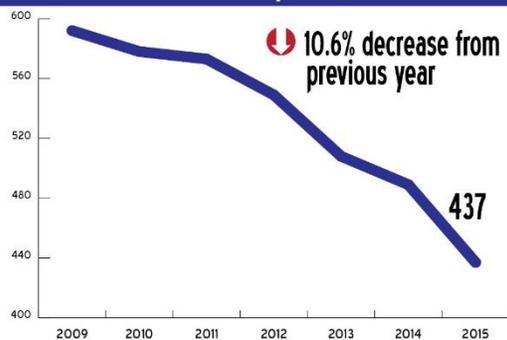
All RIDs by Fiscal Year



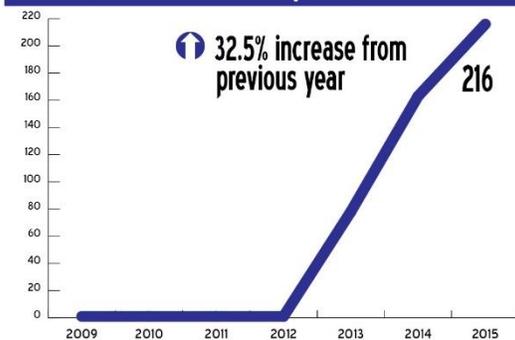
Active RIDs by Fiscal Year



Inactive RIDs by Fiscal Year



Emeritus RIDs by Fiscal Year



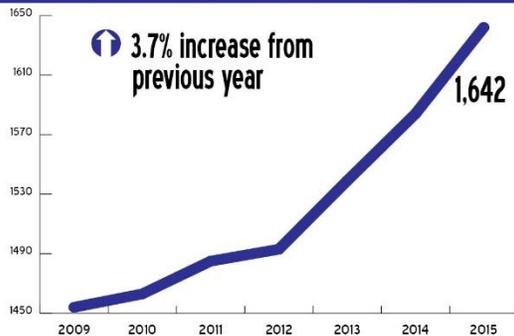
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TBAE Trends, 2015

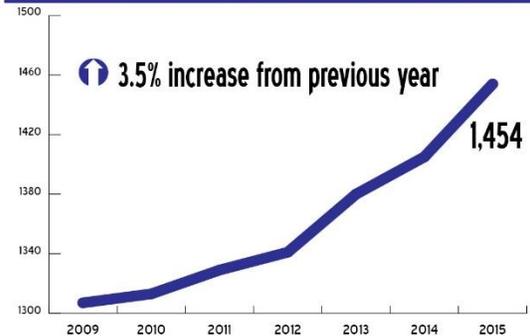
LANDSCAPE ARCHITECT REGISTRANTS

- Another example of strong year-to-year growth, stronger even than for architects
- Again, a fairly sharp uptick in Emeritus registrants
- Inactive trend is somewhat similar to that found with architects

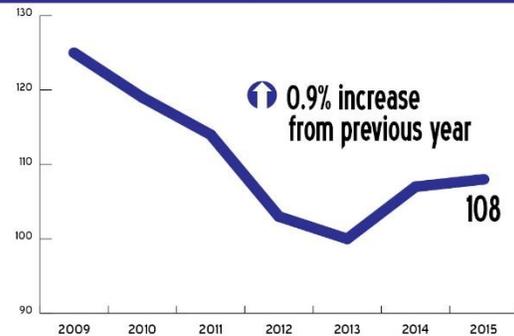
All Landscape Architects by FY



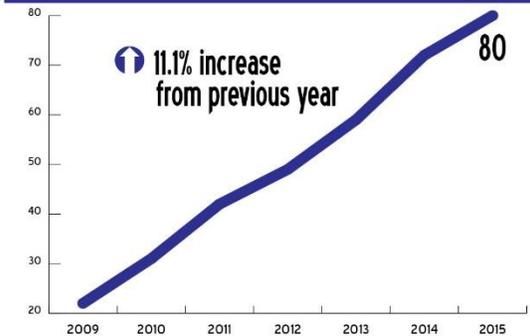
Active Landscape Architects by FY



Inactive Landscape Architects by FY



Emeritus Landscape Architects by FY



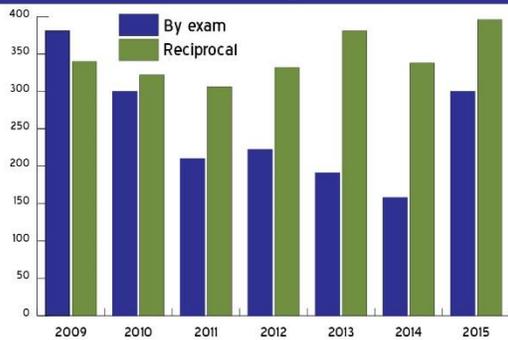
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TBAE Trends, 2015

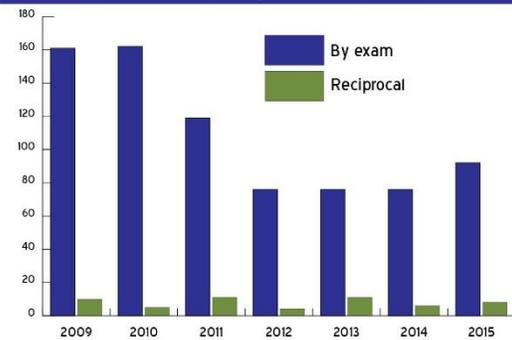
NEW REGISTRANTS

- Two ways to become a new registrant: by exam or by reciprocity (out-of-state)
- Total new architects (by exam + reciprocity) at highest since 2009
- Total new landscape architects at highest level since before 2009
- Good looking numbers in FY 2015 all around, which is reflected in the agency's financial reports

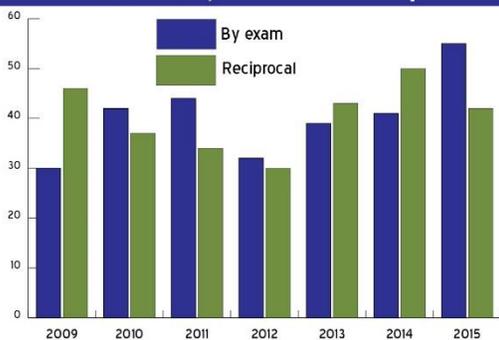
New Architects by Fiscal Year



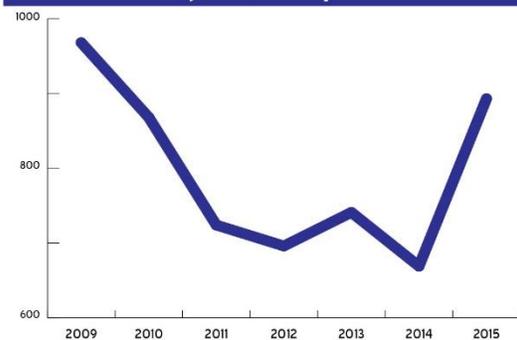
New RIDs by Fiscal Year



New Landscape Architects by FY



All new registrants by Fiscal Year



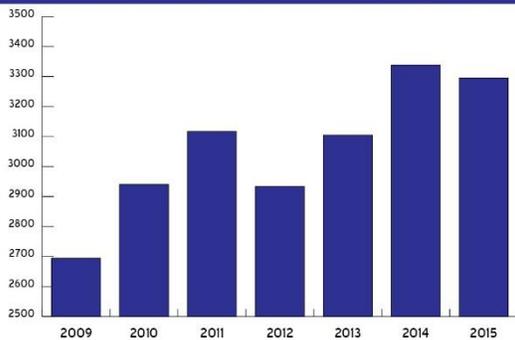
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TBAE Trends, 2015

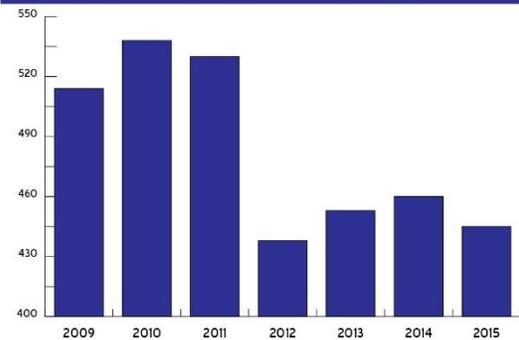
EXAM CANDIDATES

- A dip in overall exam candidate numbers, which is to be expected with the uptick in new registrants (who until recently were exam candidates, but now registrants)
- Landscape architect candidates appear to be backfilling even more quickly than the new registrants come in

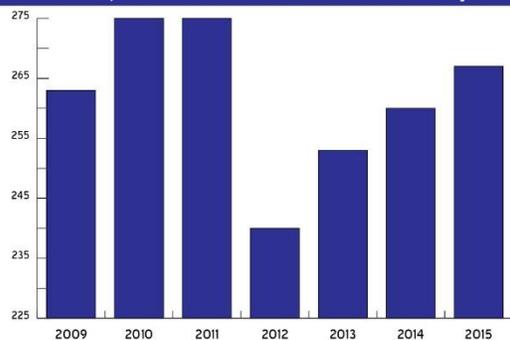
Architect exam candidates by FY



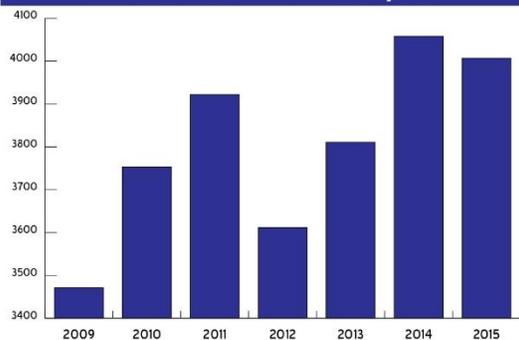
RID exam candidates by FY



Landscape Architect exam cand. by FY



All exam candidates by FY



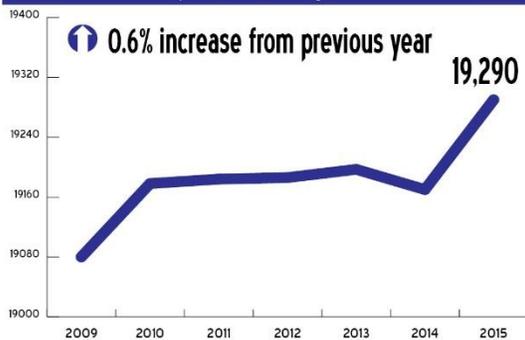
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TBAE Trends, 2015

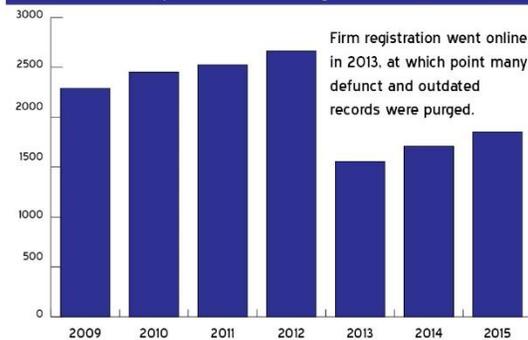
LICENSING ODDS & ENDS

- A healthy increase in total registrants and firm registrations
- Average days to issue a license increased since last year, but remains well below the performance measure standard of 10 days

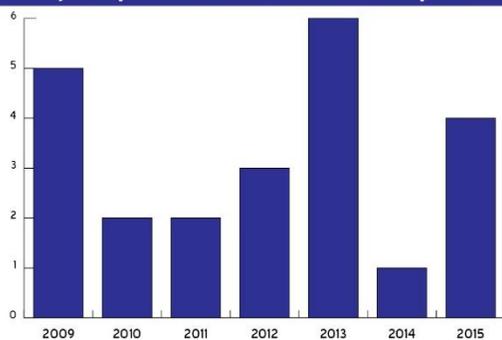
Total Registrants by Fiscal Year



Firm registrations by Fiscal Year



Avg. days to issue a license by FY



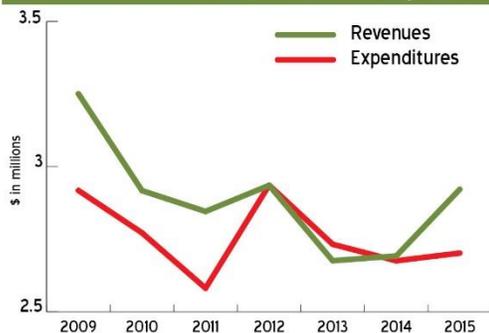
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TBAE Trends, 2015

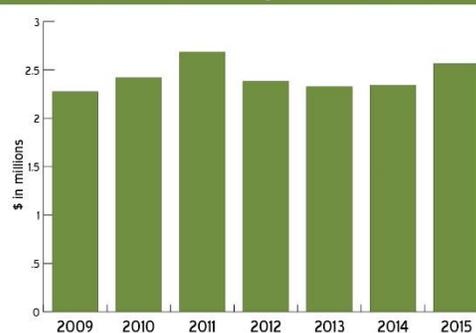
STAFFING, FINANCE, ADMINISTRATION

- Running efficiently at lower staffing levels, driving expenditures down
- Fund balance remains healthy year-to-year
- Trending upward in communications despite the distractions of the past year

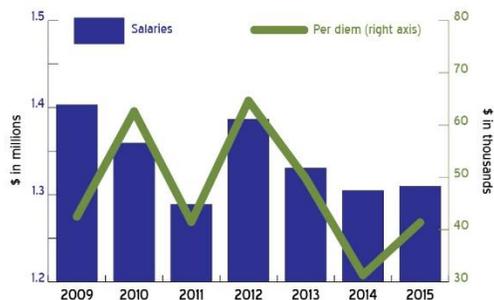
Revenues and expenditures by FY



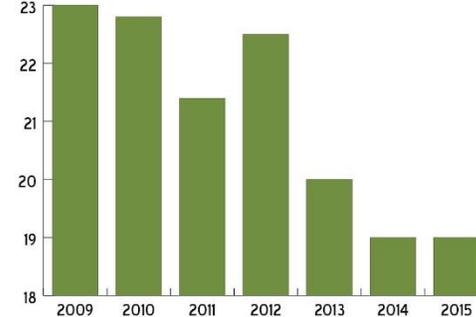
Fund balance by Fiscal Year



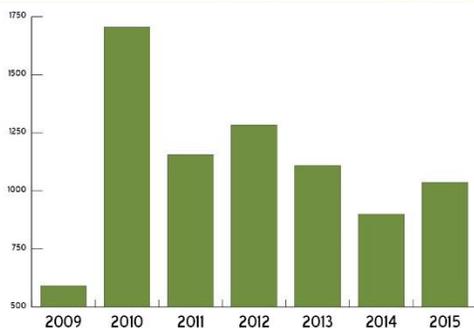
Salaries and per diem by FY



Full-time employees by FY



Communications impressions by FY



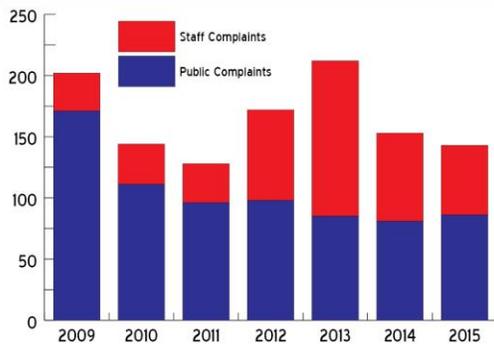
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TBAE Trends, 2015

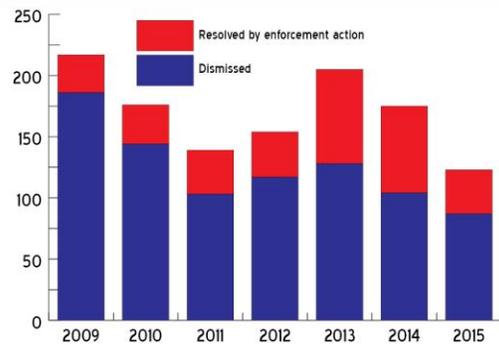
INVESTIGATIONS AND ENFORCEMENT

- Decrease in case load likely due to Executive Director and General Counsel vacancies
- Although fewer cases were closed and opened in FY 2015, the days to case resolution decreased from the previous year
- Three straight years of case resolution time improvement

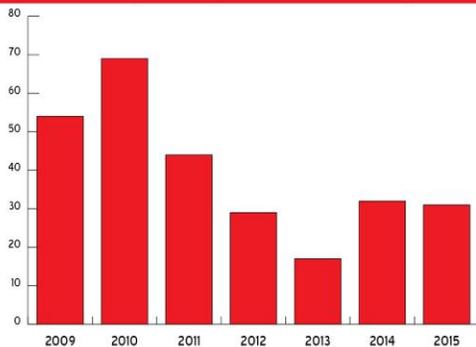
Complaints from the public/staff



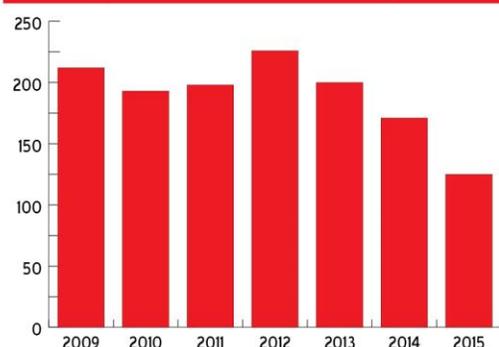
Cases Dismissed/Acted Upon



Voluntary compliance cases by FY



Days to case resolution by FY



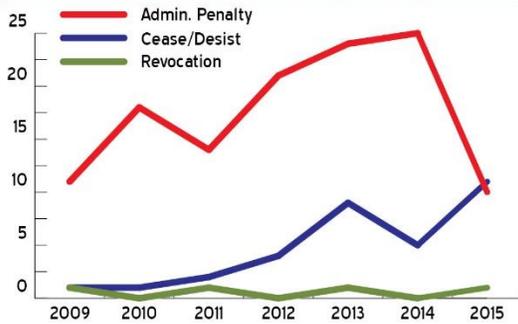
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TBAE Trends, 2015

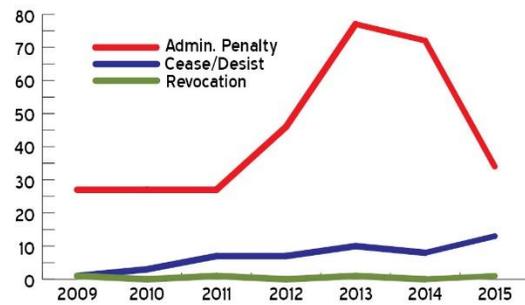
INVESTIGATIONS AND ENFORCEMENT

- Administrative penalty assessments above \$100,000 for the fifth time in seven years
- Beginning in FY 2014, all administrative penalties go to the State's general revenue fund

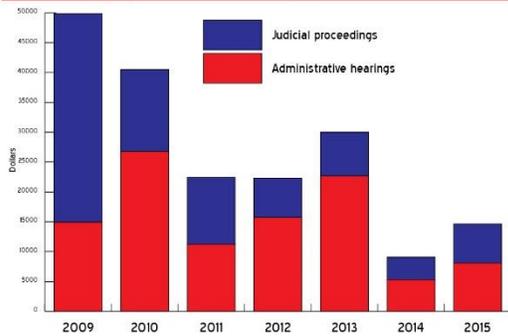
HSW case sanction types by FY



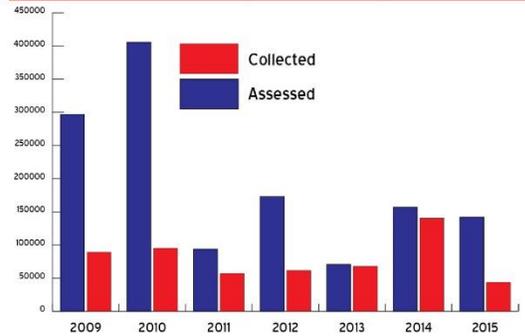
All sanctions by Fiscal Year



Litigation costs by Fiscal Year



Administrative penalties by FY in \$



Data for the graphs above come from the agency's in-house database. These visuals are intended to provide an idea of recent trends at a glance, rather than in great detail.



TEXAS Board of
Architectural Examiners
Architects • Landscape Architects • Registered Interior Designers

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Strategic Plan Timeline

External Assessment (Environmental Scan) - Board Member and Stakeholder Questionnaires
Distributed

November 15, 2015

Mission

February 25, 2016 Workshop

Philosophy (Core Values)

February 25, 2016 Workshop

Internal Assessment/Current Year Activities

Staff – January

Approved - February 25, 2016 Workshop

Envisioned Future

February 25, 2016 Workshop

Goals

February 25, 2016 Workshop

Objectives and Outcome Measures

February 25, 2016 Workshop

Strategies and Output, Efficiency and Explanatory Measures

February 25, 2016 Workshop

Additional Sections

Staff – April 2016

Approved – May 26, 2016 Board Meeting

- HUB Plan
- Agency Planning Process
- Workforce Plan
- Report on Customer Service Survey – *November 15, 2015*
- Performance Measure Definitions
- Technology Resources Planning
- Survey of Employee Engagement – *October 5 – 23, 2015*
- Projected Outcomes

Staff Action/Work Plan

Staff - July 2016

Approved – August 17, 2016 Board Meeting

Budget

May 26, 2016 Workshop

Approved – August 17, 2016 Board Meeting

**Draft Amendments to Rules 1.22, 1.29, 1.69 and 7.10 (and Chapters 3 and 5 Equivalents)
Registration of Military Service Members, Military Veterans, and Military Spouses**

Background

Recently, the legislature passed two bills amending Chapter 55 of the Texas Occupations Code. Chapter 55 deals with occupational licensing of military service members, veterans, and spouses. The two bills in question are SB 807 and SB 1307. The following changes to Chapter 55 have been made.

- SB 807: Waives license application and examination fees collected by the state for:
 - A military service member or military veteran whose military service, training, or education substantially meets all of the requirements for the license; or
 - a military service member, military veteran, or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state.
- SB 1307
 - Modifies or adds definition of the terms “active duty,” “armed forces of the United States,” “military service member,” “military spouse” and “military veteran,” and alters usage of terms thereof.
 - Grants agencies authority to adopt rules to establish alternative methods for military service members, veterans, and spouses to demonstrate competency for licensure.
 - Extends expedited licensure provisions that previously applied only to military spouses to military service members and veterans as well.

These statutory changes have resulted in the need to modify certain Board rules relating to registration of military service members, spouses, and veterans, as follows. Previously, the draft amendments were reviewed and approved at the August meeting of the Rules Committee.

For ease of review, a full copy of Texas Occupations Code Chapter 55, with underlining and strikethrough formatting indicating changes resulting from SB 807 and SB 1307 has been attached.

Draft Amendments

The draft amendments encompass the following rules:

- Rules 1.29, 3.29, and 5.39
 - Modifies Rule title from “Credit for Military Service” to “Registration of a Military Service Member, Military Veteran, or Military Spouse”
 - Modifies definitions of “active duty,” “armed forces of the United States,” “military service member,” “military spouse” and “military veteran” in accordance with SB 1307
 - Incorporates previously existing Chapter 55 provisions as follows:
 - Grants licensure eligibility to a military service member, veteran, or spouse if:

- the applicant holds an active registration issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or
 - the applicant held an active registration in this state within the five years preceding the application.
 - Provides for expedited consideration of applications filed by military service members, veterans, and spouses.
- Rules 1.22, 3.22, and 5.32
 - Deletes provision for expedited consideration of military spouse application for registration (provision has been moved to Rules 1.29, 3.29, and 5.39)
- Rules 1.69, 3.69, and 5.79
 - Incorporates previously existing Chapter 55 provision that allows military service member an additional two years to complete continuing education requirements.
- Rule 7.10
 - Includes waiver of application and examination fees paid to the state:
 - For a veteran if the veteran’s military service, training, or education substantially meets all requirements of a registration
 - For a military veteran or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for registration in this state
 - In practice, this would not include examination fees paid to national certifying organizations, as they are not “collected by the state”

Attached you will find the following supporting documents:

- Texas Occupations Code Chapter 55, with underlining and strikethrough formatting indicating changes resulting from SB 807 and SB 1307.
- Copies of all rules proposed for amendment, with underline and strikethrough formatting indicating all changes

Staff Recommendation

Move to approve the proposed amendments to 22 Tex. Admin. Code §§ 1.29, 3.29, 5.39, 1.22, 3.22, 5.32, 1.69, 3.69, 5.79, and 7.10 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

CHAPTER 1 ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §1.22 Registration by Reciprocal Transfer

(a) A person may apply for architectural registration by reciprocal transfer if the person holds an architectural registration that is active and in good standing in another jurisdiction and the other jurisdiction:

(1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or

(2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain architectural registration by reciprocal transfer, an Applicant must demonstrate the following:

(1) the Applicant has:

(A) successfully completed the Architect Registration Examination (ARE) or another architectural registration examination which the National Council of Architectural Registration Boards (NCARB) has approved as conforming to NCARB's examination standards; and

(B) successfully completed the requirements of the Intern Development Program (IDP) or acquired at least three years of acceptable architectural experience following registration in another jurisdiction; or

(2) the Applicant has been given Council Certification by NCARB and such Council Certification is not currently in an expired or revoked status.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for architectural registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d) An Applicant for architectural registration by reciprocal transfer must remit the required registration fee to the Board within 60 days after the date of the tentative approval letter sent to the Applicant by the Board.~~

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §3.22 Registration by Reciprocal Transfer

(a) A person may apply for landscape architectural registration by reciprocal transfer if the person holds a landscape architectural registration that is active and in good standing in another jurisdiction and the other jurisdiction:

(1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or

(2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain landscape architectural registration by reciprocal transfer, an Applicant must demonstrate the following:

(1) the Applicant has:

(A) successfully completed the Landscape Architect Registration Examination (LARE) or another landscape architectural registration examination which the Council of Landscape Architectural Registration Boards (CLARB) has approved as conforming to CLARB's examination standards or as being acceptable in lieu of the LARE; and

(B) acquired at least two (2) years of acceptable landscape architectural experience following registration in another jurisdiction; or

(2) the Applicant currently holds a Council Certificate from CLARB that is in good standing.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for architectural registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d) An Applicant for landscape architectural registration by reciprocal transfer must remit the required registration fee to the Board within sixty (60) days after the date of the tentative approval letter sent to the Applicant by the Board.~~

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §5.32 Registration by Reciprocal Transfer

(a) A person may apply for Interior Design registration by reciprocal transfer if the person holds an interior design registration that is active and in good standing in another jurisdiction and the other jurisdiction:

(1) has licensing or registration requirements substantially equivalent to Texas registration requirements; or

(2) has entered into a reciprocity agreement with the Board that has been approved by the Governor of Texas.

(b) In order to obtain Interior Design registration by reciprocal transfer, an Applicant must demonstrate that the Applicant has:

(1) successfully completed the NCIDQ examination or another Interior Design registration examination which the National Council for Interior Design Qualification (NCIDQ) has approved as conforming to NCIDQ's examination standards or as being acceptable in lieu of the NCIDQ examination; and

(2) acquired at least two years of acceptable Interior Design experience following registration in another jurisdiction.

~~(c) Pursuant to §55.005, Texas Occupations Code, the Board shall expedite the processing of an application for Interior Design registration by reciprocal transfer, if the Applicant is a military spouse, and shall give priority to the applications of military spouses over other Applicants.~~

~~(d) An Applicant for Interior Design registration by reciprocal transfer must remit the required registration fee to the Board within 60 days after the date of the tentative approval letter sent to the Applicant by the Board.~~

CHAPTER 1 ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §1.29 ~~Credit for Military Service~~ Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

~~(3)~~ (3) "Military service member" means a person who is on active duty currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.

(4) "Military spouse" means a person who is married to a military service member.

~~(5)~~ (5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

(b) Registration eligibility requirements for military service members, military veterans, and military spouses applicants with military experience.

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active registration issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or

(B) Held an active registration in this state within the five years preceding the application.

(3) As soon as practicable after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

~~(4)~~ (4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §3.29 ~~Credit for Military Service~~ Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

~~(3)~~(3) "Military service member" means a person who is on active duty currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.

(4) "Military spouse" means a person who is married to a military service member.

~~(2)~~(5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

(b) Registration eligibility requirements for military service members, military veterans, and military spouses applicants with military experience.

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active registration issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or

(B) Held an active registration in this state within the five years preceding the application.

(3) As soon as practicable after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

~~(2)~~(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §5.39 ~~Credit for Military Service~~ Registration of a Military Service Member, Military Veteran, or Military Spouse

(a) Definitions.

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

~~(3)~~(3) "Military service member" means a person who is on active duty currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.

(4) "Military spouse" means a person who is married to a military service member.

~~(5)~~(5) "Military veteran" means a person who has served on active duty and who was discharged or released from active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States, or in an auxiliary service of one of those branches of the armed forces.

(b) Registration eligibility requirements for military service members, military veterans, and military spouses applicants with military experience.

(1) Verified military service, training, or education will be credited toward the registration requirements, other than an examination requirement, of an Applicant who is a military service member or a military veteran.

(2) An Applicant who is a military service member, military veteran, or military spouse may be eligible for registration if the Applicant:

(A) Holds an active registration issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or

(B) Held an active registration in this state within the five years preceding the application.

(3) As soon as practicable after a military service member, military veteran, or military spouse files an application for registration, the Board shall process the application, and if the applicant qualifies for registration under this subsection, issue the registration.

~~(4)~~(4) This subsection does not apply if the Applicant holds a restricted registration issued by another jurisdiction or has an unacceptable criminal history.

CHAPTER 1 ARCHITECTS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §1.69 Continuing Education Requirements

(a) Each Architect shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

(1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.

(2) technical: surveying, structural, mechanical, electrical, communications, fire protection, controls.

(3) environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.

(4) occupant comfort: air quality, lighting, acoustics, ergonomics.

(5) materials and methods: building systems, products, finishes, furnishings, equipment.

(6) preservations: historic, reuse, adaptation.

(7) pre-design: land use analysis, programming, site selection, site and soils analysis.

(8) design: urban planning, master planning, building design, site design, interiors, safety and security measures.

(9) Construction Documents: drawings, specifications, delivery methods.

(10) construction administration: contract, bidding, contract negotiations.

(b) Each Architect shall complete the minimum mandatory CEPH during the last full calendar year immediately preceding the date the Architect renews the Architect's certificate of registration. Of the 12 minimum mandatory CEPH, each Architect shall complete a minimum of one CEPH in barrier-free design and at least one CEPH in the study of Sustainable or Energy-Efficient design. One CEPH equals a minimum of 50 minutes of actual course time. No credit shall be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(c) Architects shall complete a minimum of eight CEPH in structured course study. No credit shall be awarded for the same structured course for which the Architect has claimed credit during the preceding three years except for the Texas Accessibility Academy or another similar course offered by the Texas Department of Licensing and Regulation (TDLR).

(d) Architects may complete a maximum of four CEPH in self-directed study. Self-directed study must utilize articles, monographs, or other study materials that the Architect has not previously utilized for self-directed study.

(e) The Board has final authority to determine whether to award or deny credit claimed by an Architect for continuing education activities. The following types of activities may qualify to fulfill continuing education program requirements:

(1) Attendance at courses dealing with technical architectural subjects related to the Architect's profession, ethical business practices, or new technology;

(2) Teaching architectural courses and time spent in preparation for such teaching:

(A) a maximum of four CEPH may be claimed per class hour spent teaching architectural courses;

(B) an Architect may not claim credit for teaching the same course more than once; and

(C) College or university faculty may not claim credit for teaching.

(3) Hours spent in professional service to the general public which draws upon the Architect's professional expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees;

(4) Hours spent in architectural research which is published or formally presented to the profession or public;

(5) Hours spent in architectural self-directed study programs such as those organized, sponsored, or approved by the American Institute of Architects, the National Council of Architectural Registration Boards, or similar organizations acceptable to the Board;

(6) College or university credit courses on architectural subjects or ethical business practices; each semester credit hour shall equal one CEPH; each quarter credit hour shall equal one CEPH;

(7) One CEPH may be claimed for attendance at one full-day session of a meeting of the Texas Board of Architectural Examiners.

(f) An Architect may be exempt from continuing education requirements for any of the following reasons:

(1) An Architect shall be exempt upon initial registration and upon reinstatement of registration through December 31st of the calendar year of his/her initial or reinstated registration;

(2) An inactive or emeritus Architect shall be exempt for any registration period during which the Architect's registration is in inactive or emeritus status, but all continuing education credits for each period of inactive or emeritus registration shall be completed before the Architect's registration may be returned to active status;

(3) An Architect who is not a full-time member of the Armed Forces shall be exempt for any registration period during which the Architect serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days;

(4) An Architect who has an active registration in another jurisdiction that has registration requirements which are substantially equivalent to Texas registration requirements and that has a mandatory continuing education program shall be exempt from mandatory continuing education program requirements in Texas for any registration period during which the Architect satisfies such

other jurisdiction's continuing education program requirements, except with regard to the requirement in Texas that each Architect complete one CEPE related to Sustainable or Energy-Efficient design; or

(5) An Architect who is, as of September 1, 1999, a full-time faculty member or other permanent employee of an institution of higher education, as defined in §61.003, Education Code, and who in such position is engaged in teaching architecture.

(g) When renewing his/her annual registration, each Architect shall attest to the Architect's fulfillment of the mandatory continuing education program requirements during the immediately preceding calendar year.

(1) Each Architect shall maintain a detailed record of the Architect's continuing education activities. Each Architect shall retain proof of fulfillment of the mandatory continuing education program requirements and shall retain the annual record of continuing education activities required by this subsection for a period of five years after the end of the registration period for which credit is claimed.

(2) Upon written request, the Board may require an Architect to produce documentation to prove that the Architect has complied with the mandatory continuing education program requirements. If acceptable documentation is not provided within 30 days of request, claimed credit may be disallowed. The Architect shall have 60 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEPE credit to fulfill the minimum requirements. Such credit shall not be counted again for another registration period.

(3) If an Architect is registered to practice more than one of the professions regulated by the Board and the Architect completes a continuing education activity that is directly related to more than one of those professions, the Architect may submit that activity for credit for all of the professions to which it relates. The Architect must maintain a separate detailed record of continuing education activities for each profession.

(4) An Architect may receive credit for up to 24 CEPE earned during any single registration period. A maximum of 12 CEPE that is not used to satisfy the continuing education requirements for a registration period may be carried forward to satisfy the continuing education requirements for the next registration period.

(h) Providing false information to the Board, failure to fulfill the annual continuing education program requirements, and failure to respond to, and comply with, audit and verification requests may result in disciplinary action by the Board.

(g) As the term is defined in §1.29(a) of the Board's rules, a military service member is entitled to two years of additional time to complete any CEPE requirements.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §3.69 Continuing Education Requirements

(a) Each Landscape Architect shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

(1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.

(2) technical: surveying, grading, drainage, site layout, selection and placement of trees and plants.

(3) environmental: sustainability, natural resources, natural hazards, design of surfaces and selection and placement of trees and plants appropriate to environmental conditions.

(4) occupant comfort: air quality, water quality, lighting, acoustics, ergonomics.

(5) materials and methods: building systems, products.

(6) preservations: historic, reuse, adaptation.

(7) pre-design: land use analysis, programming, site selection, site and soils analysis.

(8) design: urban planning, master planning, site design, interiors, safety and security measures.

(9) construction documents: drawings, specifications, delivery methods.

(10) construction administration: contract, bidding, contract negotiations.

(b) Each Landscape Architect shall complete the minimum mandatory CEPH during the last full calendar year immediately preceding the date the Landscape Architect renews the Landscape Architect's certificate of registration. Of the 12 minimum mandatory CEPH, each Landscape Architect shall complete a minimum of one CEPH in barrier-free design and at least one CEPH in the study of Sustainable or Energy-Efficient design. One CEPH equals a minimum of 50 minutes of actual course time. No credit shall be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(c) Landscape Architects shall complete a minimum of eight CEPH in structured course study. No credit shall be awarded for the same structured course for which the Landscape Architect has claimed credit during the preceding three years except for the Texas Accessibility Academy or another similar course offered by the Texas Department of Licensing and Regulation (TDLR).

(d) Landscape Architects may complete a maximum of four CEPH in self-directed study. Self-directed study must utilize articles, monographs, or other study materials that the Landscape Architect has not previously utilized for self-directed study.

(e) The Board has final authority to determine whether to award or deny credit claimed by a Landscape Architect for continuing education activities. The following types of activities may qualify to fulfill continuing education program requirements:

(1) Attendance at courses dealing with technical landscape architectural subjects related to the Landscape Architect's profession, ethical business practices, or new technology;

(2) Teaching landscape architectural courses and time spent in preparation for such teaching:

(A) a maximum of three CEPH may be claimed per class hour spent teaching landscape architectural courses;

(B) a Landscape Architect may not claim credit for teaching the same course more than once; and

(C) college or university faculty may not claim credit for teaching.

(3) Hours spent in professional service to the general public which draws upon the Landscape Architect's professional expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees;

(4) Hours spent in landscape architectural research which is published or formally presented to the profession or public;

(5) Hours spent in landscape architectural self-directed study programs such as those organized, sponsored, or approved by the American Society of Landscape Architects, the Council of Landscape Architectural Registration Boards, or similar organizations acceptable to the Board;

(6) College or university credit courses on landscape architectural subjects or ethical business practices; each semester credit hour shall equal one CEPH; each quarter credit hour shall equal one CEPH;

(7) One CEPH may be claimed for attendance at one full-day session of a meeting of the Texas Board of Architectural Examiners.

(f) A Landscape Architect may be exempt from continuing education requirements for any of the following reasons:

(1) A Landscape Architect shall be exempt upon initial registration and upon reinstatement of registration through December 31st of the calendar year of his/her initial or reinstated registration;

(2) An inactive or emeritus Landscape Architect shall be exempt for any registration period during which the Landscape Architect's registration is in inactive or emeritus status, but all continuing education credits for each period of inactive or emeritus registration shall be completed before the Landscape Architect's registration may be returned to active status;

(3) A Landscape Architect who is not a full-time member of the Armed Forces shall be exempt for any registration period during which the Landscape Architect serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days;

(4) A Landscape Architect who has an active registration in another jurisdiction that has registration requirements which are substantially equivalent to Texas registration requirements and that has a mandatory continuing education program shall be exempt from mandatory continuing education

program requirements in Texas for any registration period during which the Landscape Architect satisfies such other jurisdiction's continuing education program requirements, except with regard to the requirement in Texas that each Landscape Architect complete one CEPH related to Sustainable or Energy-Efficient design; or

(5) A Landscape Architect who is, as of September 1, 1999, a full-time faculty member or other permanent employee of an institution of higher education, as defined in §61.003, Education Code, and who in such position is engaged in teaching landscape architecture.

(g) When renewing his/her annual registration, each Landscape Architect shall attest to the Landscape Architect's fulfillment of the mandatory continuing education program requirements during the immediately preceding calendar year.

(1) Each Landscape Architect shall maintain a detailed record of the Landscape Architect's continuing education activities. Each Landscape Architect shall retain proof of fulfillment of the mandatory continuing education program requirements and shall retain the annual record of continuing education activities required by this subsection for a period of five years after the end of the registration period for which credit is claimed.

(2) Upon written request, the Board may require a Landscape Architect to produce documentation to prove that the Landscape Architect has complied with the mandatory continuing education program requirements. If acceptable documentation is not provided within 30 days of request, claimed credit may be disallowed. The Landscape Architect shall have 60 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEPH credit to fulfill the minimum requirements. Such credit shall not be counted again for another registration period.

(3) If a Landscape Architect is registered to practice more than one of the professions regulated by the Board and the Landscape Architect completes a continuing education activity that is directly related to more than one of those professions, the Landscape Architect may submit that activity for credit for all of the professions to which it relates. The Landscape Architect must maintain a separate detailed record of continuing education activities for each profession.

(4) A Landscape Architect may receive credit for up to 24 CEPH earned during any single registration period. A maximum of 12 CEPH that is not used to satisfy the continuing education requirements for a registration period may be carried forward to satisfy the continuing education requirements for the next registration period.

(h) Providing false information to the Board, failure to fulfill the annual continuing education program requirements, and failure to respond to, and comply with, audit and verification requests may result in disciplinary action by the Board.

(g) As the term is defined in §3.29(a) of the Board's rules, a military service member is entitled to two years of additional time to complete any CEPH requirements.

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §5.79 Continuing Education Requirements

(a) Each Registered Interior Designer shall complete a minimum of 12 continuing education program hours (CEPH) in topics pertinent to the public welfare, contributing to environmental and economic sustainability, promoting public health and well-being, encouraging community building and stewardship, offering aesthetic and creative experiences and enabling people and communities to function more effectively. These topics may include the following health and safety categories:

(1) legal: laws, codes, zoning, regulations, standards, life-safety, accessibility, ethics, insurance to protect owners and public.

(2) technical: structural, mechanical, electrical, communications, fire protection, controls.

(3) environmental: energy efficiency, sustainability, natural resources, natural hazards, hazardous materials, weatherproofing, insulation.

(4) occupant comfort: air quality, lighting, acoustics, ergonomics.

(5) materials and methods: building systems, products, finishes, furnishings, equipment.

(6) preservations: historic, reuse, adaptation.

(7) pre-design: programming, project analysis, survey of existing conditions, including the materials and configuration of the interior space of a project.

(8) design: interior building design, interior specifications, accessibility, safety, and security measures.

(9) Construction Documents: drawings, specifications and other materials within the definition of the term "Construction Document".

(10) construction administration: contract, bidding, and contract negotiations.

(b) Each Registered Interior Designer shall complete the minimum mandatory CEPH during the last full calendar year immediately preceding the date the Registered Interior Designer renews the Registered Interior Designer's certificate of registration. Of the 12 minimum mandatory CEPH, each Registered Interior Designer shall complete a minimum of one CEPH in barrier-free design and at least one CEPH in the study of Sustainable or Energy-Efficient design. One CEPH equals a minimum of 50 minutes of actual course time. No credit shall be awarded for introductory remarks, meals, breaks, or business/administration matters related to courses of study.

(c) Registered Interior Designers shall complete a minimum of eight CEPH in structured course study. No credit shall be awarded for the same structured course for which the Registered Interior Designer has claimed credit during the preceding three years except for the Texas Accessibility Academy or another similar course offered by the Texas Department of Licensing and Regulation (TDLR).

(d) Registered Interior Designers may complete a maximum of four CEPE in self-directed study. Self-directed study must utilize articles, monographs, or other study materials that the Registered Interior Designer has not previously utilized for self-directed study.

(e) The Board has final authority to determine whether to award or deny credit claimed by a Registered Interior Designer for continuing education activities. The following types of activities may qualify to fulfill continuing education program requirements:

(1) Attendance at courses dealing with technical Interior Design subjects related to the Registered Interior Designer's profession, ethical business practices, or new technology;

(2) Teaching Interior Design courses and time spent in preparation for such teaching:

(A) a maximum of four CEPE may be claimed per class hour spent teaching Interior Design courses;

(B) a Registered Interior Designer may not claim credit for teaching the same course more than once; and

(C) college or university faculty may not claim credit for teaching.

(3) Hours spent in professional service to the general public which draws upon the Registered Interior Designer's professional expertise, such as serving on planning commissions, building code advisory boards, urban renewal boards, or code study committees;

(4) Hours spent in Interior Design research which is published or formally presented to the profession or public;

(5) Hours spent in Interior Design self-directed study programs such as those organized, sponsored, or approved by the American Society of Interior Design, the International Interior Design Association, the National Council for Interior Design Education and Research, or similar organizations acceptable to the Board;

(6) College or university credit courses on Interior Design subjects or ethical business practices; each semester credit hour shall equal one CEPE; each quarter credit hour shall equal one;

(7) One CEPE may be claimed for attendance at one full-day session of a meeting of the Texas Board of Architectural Examiners.

(f) A Registered Interior Designer may be exempt from continuing education requirements for any of the following reasons:

(1) A Registered Interior Designer shall be exempt upon initial registration and upon reinstatement of registration through December 31st of the calendar year of his/her initial or reinstated registration;

(2) An inactive or emeritus Registered Interior Designer shall be exempt for any registration period during which the Registered Interior Designer's registration is in inactive or emeritus status, but all continuing education credits for each period of inactive or emeritus registration shall be completed before the Registered Interior Designer's registration may be returned to active status;

(3) A Registered Interior Designer who is not a full-time member of the Armed Forces shall be exempt for any registration period during which the Registered Interior Designer serves on active duty in the Armed Forces of the United States for a period of time exceeding 90 consecutive days;

(4) A Registered Interior Designer who has an active registration in another jurisdiction that has registration requirements which are substantially equivalent to Texas registration requirements and that has a mandatory continuing education program shall be exempt from mandatory continuing education program requirements in Texas for any registration period during which the Registered Interior Designer satisfies such other jurisdiction's continuing education program requirements, except with regard to the requirement in Texas that each Registered Interior Designer complete one CEPE related to Sustainable or Energy-Efficient design; or

(5) A Registered Interior Designer who is, as of September 1, 1999, a full-time faculty member or other permanent employee of an institution of higher education, as defined in §61.003, Education Code, and who in such position is engaged in teaching Interior Design.

(g) When renewing his/her annual registration, each Registered Interior Designer shall attest to the Registered Interior Designer's fulfillment of the mandatory continuing education program requirements during the immediately preceding calendar year.

(1) Each Registered Interior Designer shall maintain a detailed record of the Registered Interior Designer's continuing education activities. Each Registered Interior Designer shall retain proof of fulfillment of the mandatory continuing education program requirements and shall retain the annual record of continuing education activities required by this subsection for a period of five years after the end of the registration period for which credit is claimed.

(2) Upon written request, the Board may require a Registered Interior Designer to produce documentation to prove that the Registered Interior Designer has complied with the mandatory continuing education program requirements. If acceptable documentation is not provided within 30 days of request, claimed credit may be disallowed. The Registered Interior Designer shall have 60 calendar days after notification of disallowance of credit to substantiate the original claim or earn other CEPE credit to fulfill the minimum requirements. Such credit shall not be counted again for another registration period.

(3) If a Registered Interior Designer is registered to practice more than one of the professions regulated by the Board and the Registered Interior Designer completes a continuing education activity that is directly related to more than one of those professions, the Registered Interior Designer may submit that activity for credit for all of the professions to which it relates. The Registered Interior Designer must maintain a separate detailed record of continuing education activities for each profession.

(4) A Registered Interior Designer may receive credit for up to 24 CEPE earned during any single registration period. A maximum of 12 CEPE that is not used to satisfy the continuing education requirements for a registration period may be carried forward to satisfy the continuing education requirements for the next registration period.

(h) Providing false information to the Board, failure to fulfill the annual continuing education program requirements, and failure to respond to, and comply with, audit and verification requests may result in disciplinary action by the Board.

(g) As the term is defined in §5.39(a) of the Board's rules, a military service member is entitled to two years of additional time to complete any CEPH requirements.

TITLE 22 EXAMINING BOARDS

PART 1 TEXAS BOARD OF ARCHITECTURAL EXAMINERS

CHAPTER 7 ADMINISTRATION

RULE §7.10 General Fees

(a) FAILURE TO TIMELY PAY A REGISTRATION RENEWAL WILL RESULT IN THE AUTOMATIC CANCELLATION OF REGISTRATION BY OPERATION OF LAW.

(b) The following fees shall apply to services provided by the Board in addition to any fee established elsewhere by the rules and regulations of the Board or by Texas law. Payment of fees through the Internet is an online service provided by Texas.gov, the official Web site of the State of Texas. The following additional payments for the online service are not retained by the Board:

(1) A person who uses the online service to pay fees with a credit card must pay an additional \$.25 plus 2.25% of the sum of the fee and \$.25.

(2) A person who uses online services to pay fees by utilizing the Automated Clearing House Network ("ACH" sometimes referred to as an "electronic check" or a "direct bank draft") must pay \$1.00 per transaction instead of the fee referenced in paragraph (1) of this subsection.

(Attached Graphic)

(c) The Board cannot accept cash as payment for any fee.

(d) An official postmark from the U.S. Postal Service or other delivery service receipt may be presented to the Board to demonstrate the timely payment of any fee.

(e) If a check is submitted to the Board to pay a fee and the bank upon which the check is drawn refuses to pay the check due to insufficient funds, errors in routing, or bank account number, the fee shall be considered unpaid and any applicable late fees or other penalties accrue. The Board shall impose a processing fee for any check that is returned unpaid by the bank upon which the check is drawn.

(f) Payment of fees for military service member, military veteran, or military spouse.

(1) In this subsection, the terms "military service member," "military veteran," and "military spouse" shall have the meanings defined in §§1.29, 3.29, and 5.39 of the Board Rules.

(2) A military service member Registrant who is a Registrant in Good Standing or was in Good Standing at the time the Registrant entered into military service shall be exempt from the payment of any fee during any period of active duty service in the U.S. military. The exemption under this subsection shall continue through the remainder of the fiscal year during which the Registrant's active duty status expires.

(3) A military veteran whose military service, training, or education substantially meets all requirements of a license shall be exempt from payment of license application and examination fees paid to the state.

(4) A military veteran or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for registration in this state shall be exempt from payment of license application and examination fees paid to the state.

OCCUPATIONS CODE

TITLE 2. GENERAL PROVISIONS RELATING TO LICENSING

CHAPTER 55. ~~LICENSE FOR MILITARY SERVICE MEMBER OR MILITARY SPOUSE~~

LICENSING OF MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES

Sec. 55.001. DEFINITIONS. In this chapter:

(1) "Active duty" means current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by Section 437.001, Government Code, or similar military service of another state.

(2) "Armed forces of the United States" means the army, navy, air force, coast guard, or marine corps of the United States or a reserve unit of one of those branches of the armed forces.

(3) "License" means a license, certificate, registration, permit, or other form of authorization required by law or a state agency rule that must be obtained by an individual to engage in a particular business.

(4) ~~(1-a)~~ "Military service member" means a person who is on active duty ~~currently serving in the armed forces of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state.~~

(5) ~~(1-b)~~ "Military spouse" means a person who is married to a military service member ~~who is currently on active duty.~~

(6) ~~(1-e)~~ "Military veteran" means a person who has served on active duty and who was discharged or released from active duty ~~in the army, navy, air force, marine corps, or coast guard of the United States, or in an auxiliary service of one of those branches of the armed forces.~~

~~(7)(2)~~ "State agency" means a department, board, bureau, commission, committee, division, office, council, or agency of the state.

Sec. 55.002. EXEMPTION FROM PENALTY FOR FAILURE TO RENEW LICENSE. A state agency that issues a license shall adopt rules to exempt an individual who holds a license issued by the agency from any increased fee or other penalty imposed by the agency for failing to renew the license in a timely manner if the individual establishes to the satisfaction of the agency that the individual failed to renew the license in a timely manner because the individual was serving as a military service member on active duty in the United States armed forces serving outside this state.

Sec. 55.003. EXTENSION OF LICENSE RENEWAL CERTAIN DEADLINES FOR ACTIVE DUTY MILITARY SERVICE MEMBERS PERSONNEL. A military service member person who holds a license, ~~is a member of the state military forces or a reserve component of the armed forces of the United States, and is ordered to active duty by proper authority~~ is entitled to two years of an additional amount of time, ~~equal to the total number of years or parts of years that the person serves on active duty,~~ to complete:

- (1) any continuing education requirements; and
- (2) any other requirement related to the renewal of the military service member's ~~person's~~ license.

Sec. 55.004. ALTERNATIVE LICENSING LICENSE PROCEDURE FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES SPOUSE. (a) A state agency that issues a license shall adopt rules for the issuance of the license to an applicant who is a military service member, military veteran, or military spouse ~~the spouse of a person serving on active duty as a member of the armed forces of the United States~~ and:

(1) holds a current license issued by another jurisdiction state that has licensing requirements that are substantially equivalent to the requirements for the license in this state; or

(2) within the five years preceding the application date held the license in this state ~~that expired while the applicant lived in another state for at least six months.~~

~~(b) Rules adopted under this section must include provisions to allow alternative demonstrations of competency to meet the requirements for obtaining the license.~~

~~(c) The executive director of a state agency may waive any prerequisite to obtaining a license for an applicant described by Subsection (a) after reviewing the applicant's credentials issue a license by endorsement in the same manner as the Texas Commission of Licensing and Regulation under Section 51.404 to an applicant described by Subsection (a).~~

(c) In addition to the rules adopted under Subsection (a), a state agency that issues a license may adopt rules that would establish alternate methods for a military service member, military veteran, or military spouse to demonstrate competency to meet the requirements for obtaining the license.

Sec. 55.005. EXPEDITED LICENSE PROCEDURE FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES. (a) A state agency that issues a license shall, as soon as practicable after a military service member, military veteran, or military spouse files an application for a license:

(1) process the application; and

(2) issue the a license to an a ~~qualified military spouse~~ applicant who qualifies for the license under Section 55.004 holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the licensing requirements in this state.

(b) A license issued under this section may not be a provisional license and must confer the same rights, privileges, and responsibilities as a license not issued under this section.

Sec. 55.006. RENEWAL OF EXPEDITED LICENSE ISSUED TO MILITARY SERVICE MEMBER, MILITARY VETERAN, OR MILITARY SPOUSE.

(a) As soon as practicable after a state agency issues a license under Section 55.005, the state agency shall determine the requirements for the license holder to renew the license.

(b) The state agency shall notify the license holder of the requirements for renewing the license in writing or by electronic means.

(c) A license issued under Section 55.005 has the term established by law or state agency rule, or a term of 12 months from the date the license is issued, whichever term is longer.

Added by Acts 2013, 83rd Leg., R.S., Ch. 66 (S.B. 162), Sec. 3, eff. May 18, 2013.

Sec. 55.007. LICENSE ELIGIBILITY REQUIREMENTS FOR APPLICANTS WITH MILITARY EXPERIENCE. (a) Notwithstanding any other law, a state agency that issues a license shall, with respect to an applicant who is a military service member or military veteran, credit verified military service, training, or education toward the licensing requirements, other than an examination requirement, for a license issued by the state agency.

(b) The state agency shall adopt rules necessary to implement this section.

(c) Rules adopted under this section may not apply to an applicant who:

(1) holds a restricted license issued by another jurisdiction; or

(2) has an unacceptable criminal history according to the law applicable to the state agency.

Added by Acts 2013, 83rd Leg., R.S., Ch. 66 (S.B. 162), Sec. 3, eff. May 18, 2013.

Sec. 55.005~~8~~. APPRENTICESHIP REQUIREMENTS FOR APPLICANT WITH MILITARY EXPERIENCE. (a) Notwithstanding any other law, if an apprenticeship is required for a ~~an occupational~~ license issued by a state agency, the state agency shall credit verified military service, training, or education that is relevant to the occupation toward the apprenticeship requirements for the license.

(b) The state agency shall adopt rules necessary to implement this section.

Sec. 55.009. LICENSE APPLICATION AND EXAMINATION FEES. Notwithstanding any other law, a state agency that issues a license shall waive the license application and examination fees paid to the state for an applicant who is:

(1) a military service member or military veteran whose military service, training, or education substantially meets all of the requirements for the license; or

(2) a military service member, military veteran, or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are substantially equivalent to the requirements for the license in this state.

Sec. 55.009. NOTICE OF CHAPTER PROVISIONS. A state agency that issues a license shall prominently post a notice on the home page of the agency's Internet website describing the provisions of this chapter that are available to military service members, military veterans, and military spouses.

Draft Amendments to Rules 5.31 and 5.202

Elimination of Reference to NCIDQ IDEP Program

Current Rule/Background

Currently, under Rule 5.31, an interior design candidate has two options for completing the experience requirement for eligibility for registration by exam. First, the candidate may complete two or more years of approved experience credit after graduation under the table of equivalents in Rule 5.202. Second, the candidate may complete the Intern Development Experience Program (IDEP) administered by NCIDQ. However, NCIDQ has eliminated the IDEP program for interior design candidates. Therefore, reference to the IDEP program in our rules has become obsolete.

Previously, the draft amendments were reviewed and approved at the August meeting of the Rules Committee.

Draft Amendments

The draft amendments modify Rules 5.31 and 5.202 to eliminate reference to the NCIDQ IDEP program.

Attached you will find the following supporting documents for your consideration:

- Draft Amendments to Rules 5.31 and 5.202
- NCIDQ Bulletin

Staff Recommendation

Move to approve the proposed amendments to 22 Tex. Admin. Code §§5.31 and 5.202 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §5.31 Registration by Examination

(a) In order to obtain Interior Design registration by examination in Texas, an Applicant shall demonstrate that the Applicant has a combined total of at least six years of approved Interior Design education and experience and shall successfully complete the Interior Design registration examination or a predecessor or other examination deemed equivalent by NCIDQ as more fully described in Subchapter C of this chapter. Alternatively, an Applicant may obtain Interior Design registration by examination by successfully completing the Architectural Registration Examination or another examination deemed equivalent by NCARB after fulfilling the prerequisites of §1.21 and §1.41 of this title relating to Board approval to take the Architectural Registration Examination for architectural registration by examination. For purposes of this section, an Applicant has "approved Interior Design education" if:

(1) The Applicant graduated from:

(A) a program that has been granted professional status by the Council for Interior Design Accreditation (CIDA) or the National Architectural Accreditation Board (NAAB);

(B) a program that was granted professional status by CIDA or NAAB not later than two years after the Applicant's graduation;

(C) a program that was granted candidacy status by CIDA or NAAB and became accredited by CIDA or NAAB not later than three years after the Applicant's graduation; or

(D) an Interior Design education program outside the United States where an evaluation by World Education Services or another organization acceptable to the Board has concluded that the program is substantially equivalent to a CIDA or NAAB accredited professional program;

(2) The Applicant has a doctorate, a master's degree, or a baccalaureate degree in Interior Design;

(3) The Applicant has:

(A) A baccalaureate degree in a field other than Interior Design; and

(B) An associate's degree or a two- or three-year certificate from an Interior Design program at an institution accredited by an agency recognized by the Texas Higher Education Coordinating Board;

(4) The Applicant has:

(A) A baccalaureate degree in a field other than Interior Design; and

(B) An associate's degree or a two- or three-year certificate from a foreign Interior Design program approved or accredited by an agency acceptable to the Board.

(b) ~~In addition to educational requirements, an applicant for order to obtain~~ In addition to educational requirements, an applicant for order to obtain Interior Design registration by examination in Texas, ~~an Applicant~~ must also successfully complete the Interior Design Experience Program administered by the National Council for Interior Design Qualification or two years of approved

experience as more fully described in Subchapter J of this chapter (relating to Table of Equivalents for Education and Experience in Interior Design).

(c) The Board shall evaluate the education and experience required by subsection (a) of this section in accordance with the Table of Equivalents for Education and Experience in Interior Design.

(d) For purposes of this section, the term "approved Interior Design education" does not include continuing education courses.

(e) An Applicant for Interior Design registration by examination who enrolls in an Interior Design educational program after September 1, 2006, must graduate from a program described in subsection (a)(1) of this section.

(f) In accordance with federal law, the Board must verify proof of legal status in the United States. Each Applicant shall provide evidence of legal status by submitting a certified copy of a United States birth certificate or other documentation that satisfies the requirements of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. A list of acceptable documents may be obtained by contacting the Board's office.

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER J TABLE OF EQUIVALENTS FOR EDUCATION AND EXPERIENCE IN INTERIOR DESIGN

RULE §5.202 Description of Approved Experience for Registration by Examination

~~(a) Every Applicant for registration by examination must successfully demonstrate that he/she has gained a minimum of two years of experience credit required for registration by examination or successfully complete the Interior Design Experience Program administered by the National Council for Interior Design Qualification.~~

~~(b) An Applicant who opts to fulfill experience requirements by obtaining two years of experience credit must do so in accordance with the following table subject to the following terms and conditions:~~

Figure: 22 TAC §5.202(b)

Description of Experience		Credit Allowed	Maximum Credit
ID-7	Diversified experience directly related to Interior Design as an employee working under the Direct Supervision of a Registered Interior Designer or architect	Full credit	No limit
ID-8	Diversified experience directly related to Interior Design when the experience is not under the Direct Supervision of a Registered Interior Designer or architect	Half credit	1 year
ID-9	Teaching on a full-time basis in a CIDA-accredited program in Interior Design	Full credit	1 year

(1) An Applicant must earn at least one year of experience credit under the conditions described in category ID-7.

(2) In order to earn credit in category ID-7 or ID-8, an Applicant must:

(A) work at least thirty-five (35) hours per week for a minimum of ten (10) consecutive weeks; or

(B) for half credit, work between twenty (20) and thirty-four (34) hours per week for a minimum of six (6) consecutive months.

(3) In order to earn credit in category ID-9, an Applicant must teach subjects that are directly related to the practice of interior design. An Applicant may earn one year of credit by teaching for twenty (20) semester credit hours or thirty (30) quarter credit hours.

~~(4) An Applicant may not earn credit for experience gained prior to the date the Applicant completed the educational requirements for Interior Design registration by examination in Texas, unless the applicant is fulfilling the experience requirement by completion of the Interior Design Experience Program administered by the National Council of Interior Design Qualification.~~

(c) An Applicant who seeks to fulfill experience requirements by successfully completing the Interior Design Experience Program administered by the National Council for Interior Design Qualification must earn credit for at least 3,520 hours in accordance with the following chart subject to the following terms and conditions:

Figure: 22 TAC §5.202(c)	
	Minimum Hours of Experience
1. Programming	570 Total
— a. Client Requirements	135
— b. Research	75
— c. Space and Conditions Analysis	125
— d. Client/User Interviews	45
— e. Life Safety and Code Requirements	90
— f. Problem Solving	100
2. Schematic Design	445 Total
— a. Design Concept	110
— b. Space Relationships	90
— c. Client Meetings	15
— d. Preliminary Drawings	90
— e. Preliminary Budget and Cost	75
— f. Color Concept	65
3. Design Development	1240 Total
— a. Space Planning	210
— b. Furniture, Fixtures, and Equipment Layout	140
— c. Lighting Plans and Preliminary Specs	145
— d. Electrical Plans and Preliminary Specs	75
— e. Reflected Ceiling Plan	85
— f. Plumbing Plans and Preliminary Specs	75
— g. Detailing-Millwork, Custom Cab. and Furn.	135
— h. Furnishing and Textile Selection	95
— i. Materials and Finish Selection	90
— j. Budgeting	95
— k. Presentations-Oral, Written, Graphic	95
4. Contract Documents	655 Total
— a. Working Drawings-Interior Construction	195

b. Working Drawings-Custom Cab. and Furn.	145
c. Spec Writing	140
d. Bidding and Contract Documents	80
e. Purchase Documents	95
5. Contract Administration	325 Total
a. Checking Shop Drawings	25
b. Job Observation	110
c. Installation Scheduling	30
d. Installation (*observation permitted)	40
e. Client and Contractor Meetings	45
f. Punch/Deficiency List	25
g. Site Inspection, Survey and Documentation	50
6. Professional Practice	285 Total
a. Office Procedures and Technology	85
b. Resource Library	55
c. Contact with Trade Reps	40
d. Contractual Agreements (*observation permitted)	105

*Denotes modifications made by the Texas Board of Architectural Examiners.

~~(1) An Applicant may earn credit for each hour of work actually performed by the Applicant working under the Direct Supervision of a Registered Interior Designer or an architect. An Applicant may not earn credit for observing the work of another person, except as noted in Figure 22 TAC §5.202(c), items 5.d. and 6.d.~~

~~(2) An Applicant who opts to meet the experience requirements by completing the Program must file all experience records with the National Council for Interior Design Qualification and otherwise follow the procedures established by the Council to receive credit toward registration.~~

Changes To The IDEP System

CIDQ has been providing the Interior Design Experience Program (IDEP) system free of charge since the fall of 2012. Due to several factors related to the free software service, CIDQ has made the strategic decision to plan and implement significant changes to IDEP. **Therefore, beginning today, December 2, 2014 IDEP candidates should stop logging their hours in the MyNCIDQ system. Instead, the suggested work experience areas and their suggested hours formerly organized through IDEP will be listed in a free downloadable PDF on our website beginning December 15, 2014. The tracking of these hours will now be up to candidates to track on their own.** All pending IDEP applications in the current MyNCIDQ system will be voided.

If you are currently enrolled in the IDEP system, you must print all completed IDEP time logs by Friday, December 5 at 5 pm EST if you want to keep a record of the time you recorded via the IDEP online tool. When the MyNCIDQ system reopens on Monday, December 15, 2014 there will no longer be an option to track IDEP hours in the system. Tracking hours will now be each candidate's responsibility. No records of time logs from the old MyNCIDQ system will be kept by CIDQ. When you have reached the minimum work experience requirement to qualify for the NCIDQ Exam, you will complete the standard work experience forms to document your completion of these hours.

If you are an IDEP participant's supervisor or mentor, we suggest that you contact your candidate to discuss their plans for tracking their supervised experience hours, now and in the future, and download the forthcoming suggested Work Experience Outline that provides the task area breakdowns for work experience from this point forward.

Draft Amendment to Rule 7.7
Regarding Eligibility to Petition for Rulemaking

Current Rule/Background

In addition to describing negotiated rulemaking procedures, Board Rule 7.7 provides guidance on Board procedures regarding petitions for rulemaking, which are authorized under Govt. Code Sec. 2001.021.

Recently, the legislature passed HB 763, which was signed by the governor and became effective on June 9, 2015. HB 763 amended Govt. Code Sec. 2001.021 to limit eligibility to petition for rulemaking to residents, business entities, governmental subdivisions, or other public or private organizations that are located in Texas. As currently written, Rule 7.7 describes certain information that must be contained in the petition, including an explanation of the rule and other supporting information. However, it does not address eligibility to file such petitions.

Previously, the draft amendments were reviewed and approved at the August meeting of the Rules Committee

Proposed Amendments

The proposed draft modifies the rule as follows:

- The title of the rule is changed to reflect that the rule concerns petitions for rulemaking as well as negotiated rulemaking;
- The rule limits eligibility to file a petition for rulemaking to the individuals and entities described in Govt. Code Sec. 2001.021; and
- The rule requires the petition to include the identity of the petitioner and information in order to demonstrate eligibility to petition for rules.

Attached you will find the following supporting documents for your consideration:

- Draft Amendments to Rule 7.7
- House Bill 763

Staff Recommendation

Move to approve the proposed amendments to 22 Tex. Admin. Code §7.7, for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

CHAPTER 7 ADMINISTRATION

RULE §7.7 Petitions for Rulemaking and Negotiated Rulemaking

(a) It is the policy of the Board to encourage public input and negotiation in the Board's rulemaking process.

(b) A petition to initiate a rulemaking proceeding pursuant to §2001.021, Government Code, must be submitted to the Board's offices in writing. A petition must include:

(1) a brief explanation of the proposed rule;

(2) the full text of the proposed rule, and, if the petition is to modify an existing rule, the text of the proposed rule prepared in the same manner as an amendment to legislation that clearly identifies any words to be added or deleted from the existing text by underscoring added words and striking through words to be deleted;

(3) a concise explanation of the legal authority to adopt the proposed rule, including a specific reference to the particular statute or other authority that authorizes it;

(4) an explanation of how the proposed rule would protect life, health, property, and public welfare within the jurisdiction of the Board;

(5) all available data or information showing a need for the proposed rule; ~~and~~

(6) the identity of the petitioner and sufficient information to demonstrate eligibility to petition for rulemaking under subsection (c); and

~~(6)~~(7) such other information that the Board or the staff of the Board may request.

(c) Eligibility to petition for rulemaking under subsection (b) shall be limited to:

(1) a resident of this state;

(2) a business entity located in this state

(3) a governmental subdivision located in this state; or

(4) a public or private organization located in this state that is not a state agency.

~~(e)~~(d) The Board may initiate a negotiated rulemaking process pursuant to Chapter 2008, Government Code, upon:

(1) the filing of a petition to initiate the rulemaking proceeding under subsection (b) of this section;

(2) the filing of a petition to initiate negotiated rulemaking proceeding with regard to a rule that has been proposed by the Board; or

(3) a determination by the Board that negotiated rulemaking would be beneficial to the Board's consideration of a proposed rule.

~~(d)~~(e) The Board may select any method of negotiation specified in Chapter 2008, Government Code, including the appointment of a convener, a negotiated rule-making committee, and a facilitator. The Chairman shall make all appointments involved in the negotiated rule-making process.

~~(e)~~(f) The Board may adopt, amend, or refuse to adopt a rule created through the negotiated rulemaking process. The Board may not adopt any rule or any provision within a rule that the Board has no legal authority to adopt.

A BILL TO BE ENTITLED
AN ACT

relating to a petition to a state agency for adoption of rules.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 2001.021, Government Code, is amended by amending Subsection (b) and adding Subsection (d) to read as follows:

(b) A state agency by rule shall prescribe the form for a petition under this section and the procedure for its submission, consideration, and disposition. If a state agency requires signatures for a petition under this section, at least 51 percent of the total number of signatures required must be of residents of this state.

(d) For the purposes of this section, an interested person must be:

- (1) a resident of this state;
- (2) a business entity located in this state;
- (3) a governmental subdivision located in this state;

or

(4) a public or private organization located in this state that is not a state agency.

SECTION 2. This Act takes effect immediately if it receives a vote of two-thirds of all the members elected to each house, as provided by Section 39, Article III, Texas Constitution. If this Act does not receive the vote necessary for immediate effect, this Act takes effect September 1, 2015.

Draft Amendments to Rules 3.21 and 3.191

Consideration of Foreign Landscape Architecture Degrees

Current Rule/Background

Currently, under Rule 3.21(a)(1)(D), an applicant for landscape architect registration by examination who has graduated from a foreign program must have the foreign degree evaluated by Education Credential Evaluators (ECE) or another organization acceptable to the Board. In order to qualify, ECE must conclude that the program “is substantially equivalent to an LAAB accredited professional program.” However, ECE has informed TBAE that it cannot give an evaluation concluding that a foreign degree is equivalent to a Landscape Architect Accrediting Board (LAAB) professional degree. Furthermore, Staff is unaware of any other organization that would be able or willing to make this determination. Therefore, the rule as written forecloses eligibility by examination for foreign graduates of landscape architecture programs.

Previously, the draft amendments were reviewed and approved at the August meeting of the Rules Committee.

Draft Amendments

The draft amendment to Rule 3.21 would grant eligibility to applicants with a foreign degree that is evaluated by ECE and deemed to be equivalent to a doctorate, master’s degree or baccalaureate degree in landscape architecture.

Additionally, Rule 3.191 would be amended to require three years of experience under the Texas Table of Equivalents for Experience in Landscape Architecture from foreign graduates, as opposed to the two years that would be required of a LAAB-accredited program graduate.

Staff Recommendation

Move to approve the proposed amendments to 22 Tex. Admin. Code §§ 3.21 and 3.191 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER B ELIGIBILITY FOR REGISTRATION

RULE §3.21 Registration by Examination

(a) In order to obtain landscape architectural registration by examination in Texas, an Applicant:

(1) shall have a professional degree from:

(A) a landscape architectural education program accredited by the Landscape Architectural Accreditation Board (LAAB),

(B) a landscape architectural education program that became accredited by LAAB not later than two years after the Applicant's graduation,

(C) a landscape architectural education program that was granted candidacy status by LAAB and became accredited by LAAB not later than three years after the Applicant's graduation, or

(D) a landscape architectural education program outside the United States where an evaluation by Education Credential Evaluators or another organization acceptable to the Board has concluded that the program is substantially equivalent to ~~an LAAB accredited professional program~~ a doctorate, master's degree, or baccalaureate degree in landscape architecture from a program in the United States;

(2) shall successfully demonstrate that he/she has gained ~~at least two (2) years' actual~~ sufficient experience working directly under a licensed landscape architect or other experience approved by the Board ~~pursuant to in accordance with~~ in accordance with the Texas Table of Equivalents for Experience in Landscape Architecture contained in §3.191 of this Chapter; and

(3) shall successfully complete the landscape architectural registration examination as more fully described in Subchapter C of this chapter.

(b) An Applicant who applies for landscape architectural registration by examination on or before August 31, 2011 and who commenced his/her landscape architectural education or experience prior to September 1, 1999, is subject to the rules and regulations relating to educational and experiential requirements as they existed on August 31, 1999. This subsection is repealed effective September 1, 2011.

(c) For purposes of this section, an Applicant shall be considered to have "commenced" his/her landscape architectural education upon enrollment in an acceptable landscape architectural education program. This subsection is repealed effective September 1, 2011.

(d) In accordance with federal law, the Board must verify proof of legal status in the United States. Each Applicant shall provide evidence of legal status by submitting a certified copy of a United States birth certificate or other documentation that satisfies the requirements of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996. A list of acceptable documents may be obtained by contacting the Board's office.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER J TABLE OF EQUIVALENTS FOR EXPERIENCE IN LANDSCAPE ARCHITECTURE

RULE §3.191 Description of Experience Required for Registration by Examination

(a) Pursuant to Section 3.21(a)(1)(A-C) of Subchapter B, an Applicant who graduated from a program granted professional status by the Landscape Architectural Accrediting Board (LAAB) must successfully demonstrate that he/she has gained at least two (2) years' actual experience in accordance with the following table: Texas Table of Equivalents for Experience in Landscape Architecture contained in subsection (c).

(b) Pursuant to Section 3.21(a)(1)(D) of Subchapter B, an applicant who graduated from a qualifying landscape architectural education program located outside the United States must successfully demonstrate that he/she has completed at least three (3) years' actual experience in accordance with the Texas Table of Equivalents for Experience in Landscape Architecture contained in subsection (c).

(c) The Texas Table of Equivalents for Experience in Landscape Architecture is as follows:

Figure: 22 TAC §3.191(a)

	DESCRIPTION OF EXPERIENCE	Portion of Credit Awarded	Maximum Credit Awarded
LA-1	Diversified experience directly related to landscape architecture as an employee working under the direct supervision of a registered landscape architect	full credit	no limit
LA-2	Diversified experience directly related to landscape architecture as an employee working under the direct supervision of a registered architect or civil engineer	full credit	1 year
LA-3	Diversified experience in landscape architecture directly related to on-site construction, maintenance, or installation procedures when the experience is not under the direct supervision of a registered landscape architect, architect, or civil engineer	half credit	1 year
LA-4	Teaching on a full-time basis in an LAAB-accredited program in landscape architecture	full credit	1 year

~~(b)~~ (d) An Applicant must earn at least one year of credit under the conditions described in category LA-1.

~~(c)~~ (e) In order to earn credit in category LA-1, LA-2, or LA-3, an Applicant must:

(1) work at least thirty-five (35) hours per week for a minimum of ten (10) consecutive weeks; or

(2) for half credit, work between twenty (20) and thirty-four (34) hours per week for a minimum of six (6) consecutive months.

~~(d)~~ (f) In order to earn credit in category LA-4, an Applicant must teach subjects that are directly related to the practice of landscape architecture. An Applicant may earn one year of credit by teaching for twenty (20) semester credit hours or thirty (30) quarter credit hours.

~~(e)~~ (g) An Applicant may not earn credit for experience gained prior to the date the Applicant completed the educational requirements for landscape architectural registration by examination in Texas.

Draft Amendment to Rules 1.65, 3.65, and 5.75
Regarding Elimination of Reference to \$200 Professional Fee

Current Rule/Background

At the August Board meeting, the Board adopted amendments to Rule 7.10 regarding fees, partially to eliminate reference to the \$200 professional fee as a result of the legislature's passage and governor's signature of House Bill 7. However, additional references to the \$200 fee exist in Rules 1.65, 3.65, and 5.75, which state that registrants must pay the \$200 fee at the time of annual registration.

Proposed Amendments

The draft amendments eliminate reference to the \$200 fee in Rules 1.65, 3.65 and 5.75.

Copies of the proposed amendments to Rules 1.65, 3.65, and 5.75, are attached, with underscoring and strike-through language included.

Staff Recommendation

Move to approve the proposed amendments to 22 Tex. Admin. Code §§ 1.65, 3.65, and 5.75 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

TITLE 22 EXAMINING BOARDS

PART 1 TEXAS BOARD OF ARCHITECTURAL EXAMINERS

CHAPTER 1 ARCHITECTS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §1.65 Annual Renewal Procedure

(a) The Board shall send via email an annual registration renewal notice to each Architect. An Architect must notify the Board in writing (email, fax, on the Board's Web site, or by U.S. mail) each time the Architect's email address or mailing address of record changes. The written notice of the Architect's change of address must be submitted to the Board within thirty (30) days after the effective date of the change of address.

(b) An Architect may renew his/her registration prior to its specified annual expiration date by:

- (1) remitting the correct fee to the Board; and
- (2) providing the information or documentation requested by the annual registration renewal notice.

~~(c) Each Architect must pay a mandatory \$200 professional fee in addition to the annual registration renewal fee prescribed by the Board.~~

~~(d)~~(c) If an Architect fails to remit a completed registration renewal form and the prescribed fee on or before the specified expiration date of the Architect's registration, the Board shall impose a late payment penalty that must be paid before the Architect's registration may be renewed.

~~(e)~~(d) If the Board receives official notice that an Architect has defaulted on the repayment of a loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC), the Board may not renew the Architect's registration unless:

- (1) the renewal is the first renewal following the Board's receipt of official notice regarding the default;
- (2) the Architect presents to the Board a certificate from TGSLC certifying that the Architect has entered into a repayment agreement for the defaulted loan; or
- (3) the Architect presents to the Board a certificate from TGSLC certifying that the Architect is not in default on a loan guaranteed by TGSLC.

~~(f)~~(e) If the Board receives official notice that an Architect has failed to pay court ordered child support, the Board may be prohibited from renewing the Architect's registration.

~~(g)~~(f) If a registration is not renewed within 2 years after the specified registration expiration date, the registration shall be cancelled by operation of law on the two-year anniversary of its expiration without an opportunity for a formal hearing. If a registration is cancelled pursuant to this subsection, the registration may not be reinstated. In order to obtain a new certificate of registration, a person whose registration was cancelled pursuant to this subsection must:

(1) submit an application for registration and satisfy all requirements for registration pursuant to §1.21 of this title (relating to Registration by Examination), including the successful completion of the registration examination;

(2) submit an application for registration by reciprocal transfer and satisfy all requirements for registration by reciprocal transfer pursuant to §1.22 of this title (relating to Registration by Reciprocal Transfer); or

(3) submit an application for registration and demonstrate that he/she moved to another state and is currently licensed or registered and has been in practice in the other state for at least the 2 years immediately preceding the date of the application.

CHAPTER 3 LANDSCAPE ARCHITECTS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §3.65 Annual Renewal Procedure

(a) The Board shall send via email an annual registration renewal notice to each Landscape Architect. A Landscape Architect must notify the Board in writing (email, fax, on the Board's Web site, or by U.S. mail) each time the Landscape Architect's email address or mailing address of record changes. The written notice of the Landscape Architect's change of address must be submitted to the Board within thirty (30) days after the effective date of the change of address.

(b) A Landscape Architect may renew his/her registration prior to its specified annual expiration date by:

- (1) remitting the correct fee to the Board; and
- (2) providing the information and documentation requested by the annual registration renewal notice.

(c) If a Landscape Architect fails to remit a completed registration renewal form and the prescribed fee on or before the specified expiration date of the Landscape Architect's registration, the Board shall impose a late payment penalty that must be paid before the Landscape Architect's registration may be renewed.

(d) If the Board receives official notice that a Landscape Architect has defaulted on the repayment of a loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC), the Board may not renew the Landscape Architect's registration unless:

- (1) the renewal is the first renewal following the Board's receipt of official notice regarding the default;
- (2) the Landscape Architect presents to the Board a certificate from TGSLC certifying that the Landscape Architect has entered into a repayment agreement for the defaulted loan; or
- (3) the Landscape Architect presents to the Board a certificate from TGSLC certifying that the Landscape Architect is not in default on a loan guaranteed by TGSLC.

(e) If the Board receives official notice that a Landscape Architect has failed to pay court ordered child support, the Board may be prohibited from renewing the Landscape Architect's registration.

(f) If a registration is not renewed within 2 years after the specified registration expiration date, the registration shall be cancelled by operation of law on the two-year anniversary of its expiration without an opportunity for a formal hearing. If a registration is cancelled pursuant to this subsection, the registration may not be reinstated. In order to obtain a new certificate of registration, a person whose registration was cancelled pursuant to this subsection must:

- (1) submit an application for registration and satisfy all requirements for registration pursuant to §3.21 of this title (regarding Registration by Examination), including the successful completion of the registration examination;
- (2) submit an application for registration by reciprocal transfer and satisfy all requirements for registration by reciprocal transfer pursuant to §3.22 of this title (regarding Registration by Reciprocal Transfer); or

(3) submit an application for registration and demonstrate that he/she moved to another state and is currently licensed or registered and has been in practice in the other state for at least the 2 years immediately preceding the date of the application.

~~(g) Each Landscape Architect must pay a mandatory \$200 professional fee in addition to the annual registration renewal fee prescribed by the Board.~~

CHAPTER 5 REGISTERED INTERIOR DESIGNERS

SUBCHAPTER D CERTIFICATION AND ANNUAL REGISTRATION

RULE §5.75 Annual Renewal Procedure

(a) The Board shall send via email an annual registration renewal notice to each Registered Interior Designer. A Registered Interior Designer must notify the Board in writing (email, fax, on the Board's Web site, or by U.S. mail) each time the Registered Interior Designer's email address or mailing address of record changes. The written notice of the Registered Interior Designer's change of address must be submitted to the Board within thirty (30) days after the effective date of the change of address.

(b) A Registered Interior Designer may renew his/her registration prior to its specified annual expiration date by:

(1) remitting the correct fee to the Board; and

(2) providing the information or documentation requested by the annual registration renewal notice.

(c) If a Registered Interior Designer fails to remit a completed registration renewal form and the prescribed fee on or before the specified expiration date of the Registered Interior Designer's registration, the Board shall impose a late payment penalty that must be paid before the Registered Interior Designer's registration may be renewed.

(d) If the Board receives official notice that a Registered Interior Designer has defaulted on the repayment of a loan guaranteed by the Texas Guaranteed Student Loan Corporation (TGSLC), the Board may not renew the Registered Interior Designer's registration unless:

(1) the renewal is the first renewal following the Board's receipt of official notice regarding the default;

(2) the Registered Interior Designer presents to the Board a certificate from TGSLC certifying that the Registered Interior Designer has entered into a repayment agreement for the defaulted loan; or

(3) the Registered Interior Designer presents to the Board a Certificate from TGSLC certifying that the Registered Interior Designer is not in default on a loan guaranteed by TGSLC.

(e) If the Board receives official notice that a Registered Interior Designer has failed to pay court ordered child support, the Board may be prohibited from renewing the Registered Interior Designer's registration.

(f) If a registration is not renewed within two (2) years after the specified registration expiration date, the registration shall be cancelled by operation of law on the two-year anniversary of its expiration without an opportunity for a formal hearing. If a registration is cancelled pursuant to this subsection, the registration may not be reinstated. In order to obtain a new certificate of registration, a person whose registration was cancelled pursuant to this subsection must:

(1) submit an application for registration and satisfy all requirements for registration pursuant to §5.31 of this title (relating to Registration by Examination), including the successful completion of the registration examination;

(2) submit an application for registration by reciprocal transfer and satisfy all requirements for registration by reciprocal transfer pursuant to §5.32 of this title (relating to Registration by Reciprocal Transfer); or

(3) submit an application for registration and demonstrate that he/she moved to another state and is currently licensed or registered and has been in practice in the other state for at least the 2 years immediately preceding the date of the application.

~~(g) Each Interior Designer must pay a mandatory \$200 professional fee in addition to the annual registration renewal fee prescribed by the Board.~~

Draft New Rule 7.15 – Employee Training

Background

Recently, the legislature passed HB 3337, which was signed by the governor and becomes effective on September 1, 2015. HB 3337 amends previously existing provisions that authorize state agencies to pay tuition and other expenses for employees enrolled in training or educational programs. The amendments are focused on providing greater oversight of tuition reimbursement, and include the following:

- Under amendments to Govt. Code Sec. 656.047, an agency is limited to reimbursement of tuition expenses for program courses that are successfully completed by an administrator or employee; and
- Amendments to Govt. Code Sec. 656.048 require agencies to adopt rules stating that reimbursement of tuition expenses from an institution of higher education must be approved by the executive head of an agency.

Currently, the Board does not have rules regarding reimbursement of expenses relating to employee training or education.

Previously, the draft rule was reviewed and approved at the August meeting of the Rules Committee.

Draft Rule

The draft rule includes the following provisions:

- The rule requires the Board to adopt policies and procedures which address:
 - the eligibility of the agency's administrators and employees for training and education supported by the agency; and
 - the obligations assumed by the administrators and employees on receiving the training and education.
- The rule conditions reimbursement of an administrator's or employee's tuition expenses on satisfaction of the following requirements:
 - Eligibility requirements contained in the Board's policies and procedures are satisfied;
 - The program course is completed successfully by the administrator or employee at an accredited institution of higher education; and
 - The reimbursement is authorized by the Executive Director.

Attached you will find the following supporting documents:

- Texas Government Code Secs. 656.047, .048, and .102, with underline and strikethrough formatting indicating HB 3337 revisions
- Draft Rule 7.15

- Board Policy HR-011, regarding Training and Staff Development, adopted August 2015

Staff Recommendation

Move to approve proposed new rule 22 Tex. Admin. Code §7.15 for publication in the Texas register, with authority for the General Counsel to make editorial changes as necessary to clarify rule and Board intent and to comply with the formatting requirements of the Texas Register.

CHAPTER 7 ADMINISTRATION

RULE §7.15 Employee Training

(a) The Board shall adopt policies and procedures relating to training and education of employees under Chapter 656 of the Texas Government Code. Such policies shall address the following matters:

(1) the eligibility of the agency's administrators and employees for training and education supported by the agency; and

(2) the obligations assumed by the administrators and employees on receiving the training and education.

(b) Reimbursement of an administrator's or employee's tuition or other expenses related to a training or education program offered by an institution of higher education or private or independent institution of higher education shall not occur unless:

- (1) Eligibility requirements contained in the Board's policies and procedures have been satisfied;
- (2) The program course is completed successfully by the administrator or employee at an accredited institution of higher education; and
- (3) The reimbursement is authorized by the Executive Director.

Sec. 656.047. PAYMENT OF PROGRAM EXPENSES.

(a) Except as provided by this section or other law, a state agency may spend public funds as appropriate to pay the salary, tuition and other fees, travel and living expenses, training stipend, expense of training materials, and other necessary expenses of an instructor, student, or other participant in a training or education program.

(b) For an administrator or employee of a state agency who seeks reimbursement for a training or education program offered by an institution of higher education or private or independent institution of higher education as defined by Section 61.003, Education Code, the agency may only pay the tuition expenses for a program course successfully completed by the administrator or employee at an accredited institution of higher education.

Sec. 656.048. RULES RELATING TO TRAINING AND EDUCATION.

(a) A state agency shall adopt rules relating to:

(1) the eligibility of the agency's administrators and employees for training and education supported by the agency; and

(2) the obligations assumed by the administrators and employees on receiving the training and education.

(b) A state agency shall adopt rules requiring that before an administrator or employee of the agency may be reimbursed under Section 656.047(b), the executive head of the agency must authorize the tuition reimbursement payment.

Sec. 656.102. AGENCY POLICY.

(a) Before a state agency spends any money on training for a state employee, the state agency must adopt a policy governing the training of employees, in addition to the rules required by Section 656.048, that requires training to relate to an employee's duties following the training.

(b) The policy must:

(1) provide clear and objective guidelines to govern tuition reimbursement for an administrator or employee of a state agency who is enrolled in training for which the administrator or employee seeks reimbursement from this state; and

(2) address tuition reimbursement for nontraditional training, including online courses or courses not credited towards a degree.

(c) The state agency shall post the policy adopted under this section on the employment section of the agency's Internet website.



**TEXAS Board of
Architectural Examiners**
Architects • Landscape Architects • Registered Interior Designers

Policy Title:	Training and Staff Development: Educational Assistance Program	Policy Number	HR-011
Originally Issued:	December 2011	Revisions:	Apr 01, 2012 May 30, 2013 Aug 31, 2015
Approved By:	Julie Hildebrand, Executive Director		
Responsible Department:	Executive Administration – Human Resources		
Primary Policy Custodian	Operations Manager/Human Resources		

Purpose

The TBAE provides training and development opportunities to improve productivity and to help employees develop their knowledge, skills and abilities so that they might become better qualified to perform the duties of their present jobs and advance to more responsible positions within the agency. Programs for the training and education of state administrators and employees materially aid effective state administration, and public money spent on those programs serves as important public purpose.

The educational assistance program is not an employee benefit, right or entitlement; it is a management program for workforce development. Denial of participation in the educational assistance program is not grievable, except on grounds of discrimination.

Use of the educational assistance program shall be identified, described and documented in the employee's development plan within his/her work plan (Performance Counseling Checklist/Record). This provides a measurable link between employees' increased competency and the agency's workforce planning efforts.

The educational assistance program provides reimbursement of academic costs if funds are available at the agency level, and/or time off the job if the course is available only during working hours.

References and related Resources or Statutory Authority

Section 656.042, Texas Government Code, State Employees Training Act, Payment of Program Expenses

SAO Texas Human Resources Management Statutes Inventory 2016-2017

HB 3337 & Rule §7.15 – Employee Training
The TBAE Employee Handbook, Training and Professional Development
Equal Employment Opportunity (EEO) Standards Training

Scope

Staff members of the Texas Board of Architectural Examiners.

Procedures

The Agency Training Plan

The Human Resources department will develop an annual Agency Training Plan and submit the plan to the executive director for approval prior to publication. The plan will:

1. Provide an overview of the agency's current training requirements and available courses, including specific course descriptions and completion timelines; and
2. Identify current job-related training needs based on the annual training needs assessment.
3. Supervisors are responsible for ensuring that subordinate employees are scheduled for required training within the timelines established in the Agency Training Plan.

Courses Taken "At Agency Request"

At the discretion of the employee's supervisor, each TBAE employee is eligible to participate in training activities that are related to their current duties or prospective duties. An employee may also be required to participate in certain training activities as a condition of employment or the continued employment. Professional continuing education is required for attorneys and Information Resource Manager in order to maintain licensure or certification.

An employee may be required to participate in certain training activities as a condition of employment or continued employment. All employees of TBAE are required to complete:

1. Courses mandated by law or regulation as a job requirement for continued employment, such as:
Equal Employment Opportunity (EEO) compliance; employment discrimination and sexual harassment, and AIDs and HIV training every two years; new employees must complete this training during orientation or within thirty days from the date of hire and attend supplemental training every two years;
2. The TBAE must coordinate agency training with the technology Department of Information Resources (DIR). The TBAE must use training offered or coordinated by the DIR if the training meets agency requirements and is cost-competitive.
3. Courses which provide knowledge and skills directly related to maintaining or improving current job skills.
4. Courses directly related to the employee's current job or a documented workforce needs.

The TBAE may contract with another state, local, or federal department, agency, or institution, including a state-supported college or university, to train or educate its administrators and employees or may join in presenting a training or educational program.

Applying for Approval Prior to taking the Course

Employees may request to attend a training program by submitting the request in writing and providing copies of brochures or other information to the supervisor. The request to participate in a training program will then be authorized by the supervisor and approved by the executive director before the employee enrolls. **Approval to participate in a training program is not automatic and is contingent on the availability of budgeted funds and executive director approval.**

- a. The supervisor will review an employee's job description and job performance to determine that the training or education is related to the duties or prospective duties of the employee before recommending training.
- b. The supervisor will present the recommended training in writing along with any relevant brochures or other material to the HR Program Specialist. The supervisor in consultation with Human Resources will determine if the training is needed and appropriate.
- c. The Manager of Operations will prepare the Purchase Request for training and seek signature approval from the Executive Director.
- d. Upon receipt of the approved purchase order, the HR Program Specialist will schedule the employee for training and provide notification to the employee and supervisor.
- e. Within two weeks of the completion of the training, the employee must submit a training certificate of completion or other proof of satisfactory course completion to their supervisor along with a completed Course Evaluation Form/Certificate of Satisfactory Completion; and
- f. Documentation of attendance will be maintained in the employee's personnel file. The supervisor will submit these documents to the Human Resources Division to be filed in the individual's personnel file.

Tuition Assistance Program

The State Employees Training Act authorizes the TBAE to use public funds to provide training and education to TBAE employees. Such training or education is intended to be applicable to current or prospective duty assignments. An [Educational Assistance Agreement Form – Employee Agreement](#) must be executed by the employee and approved by the Executive Director prior to commitment for educational training courses.

Active TBAE employees who are classified as "full-time/part-time" employees who have been employed by TBAE for at least six months of continuous service on or immediately prior to the course start date and have earned an overall rating of "Meets Standard" or "Exceeds Standard" in their latest performance appraisal, are eligible to apply for reimbursement for qualified tuition expenses. (For purposes of this policy, "active employees" mean employees who are not on a leave of absence at the time of taking the course.)

Subject to the availability of funds, tuition reimbursement for cost of tuition, required textbooks and course-related fees, TBAE staff will receive approved expenses incurred and associated with an eligible course of study up to a maximum of **\$1,000**. Limits apply to the year in which the reimbursement is paid, not the year in which the expenses were incurred. Unused Tuition Assistance allotments do not carry forward into the next calendar year.

The amount of reimbursement may be reduced if educational assistance is being received from other sources, such as scholarships and government sponsored grants. If such cases, reimbursements will only be given for the difference between the amount received from other sources and the actual course cost, up to the maximum reimbursement amount. Failure to disclose funding sources may be considered fraudulent and subject to disciplinary action up to and including employment termination.

The Governor's Office has provided general guidelines for the approval of the following types of classes are eligible for reimbursement:

1. Undergraduate Level: College degree programs, both undergraduate and graduate.
2. Out-of-agency training:
Individual courses not leading to a degree must be related to the employee's job and be taken at an accredited college or university. A grade must be given for participation. Eligible college programs must be taken at a school that is fully accredited by one of the national accrediting agencies and found in the U.S. Department of Education's directory of post-secondary institutions. Correspondence and online courses must be taken through schools that are members of the National University Continuing Education Association. The same eligibility requirements for individual courses apply to correspondence courses.
3. Interagency training
4. Internship training
5. Certification/Licensing (Post-Employment): Incumbent employees who meet minimum educational requirements for employment and for whom certification or licensing is required after employment or is deemed desirable by management are eligible for educational assistance under the following condition: Certification or licensing is mandated or is a policy requirement of the TBAE.

The TBAE may use public funds for a given fiscal year to pay expenses for training if it occurs during the fiscal year. To the extent that it is cost-effective, TBAE may use funds for a particular fiscal year to pay expenses for training that will occur partly or entirely during a different fiscal year. The TBAE training and educational program may include:

1. Preparing for technological and legal developments
2. Increasing work capabilities
3. Increasing the competence of TBAE's employees

The TBAE may spend agency funds to pay the salary, tuition and other fees, travel and living expenses, expense of training materials, and other necessary expenses of an instructor, student, or other participant in a training or education program.

Applying for Approval Prior to taking the Course

Employees seeking to apply for approval for a course must complete an [Employee Tuition Assistance Program Application Form](#) within 14 days of the start date of the course.

1. Obtain information about the Program Policy and Procedures
2. Submit a Pre-Approval Application to the HR department
3. Employees will receive written notification from the HR department advising whether their application is approved, denied by the executive director, or is incomplete.
4. Approvals are valid only for the class and semester originally approved.

5. If an approved course is cancelled, the employee must immediately notify the HR department.

Applying for Reimbursement after Completing a Course

Employees seeking to apply for reimbursement after successfully completing a pre-approved course must submit a [Tuition Reimbursement Request Form](#).

1. The request for reimbursement must be submitted within 30 calendar days of the course end-date to the HR department. Management may consider any current disciplinary action for job performance or personal conduct prior to approval of the application for reimbursement. If funds are available, the applicant shall receive reimbursement of approved academic costs upon submitting evidence of satisfactory completion of a preapproved course:
2. An employee must complete the course with a grade **“C”** or better. If grades are not normally awarded, a statement of satisfactory completion must be presented; for instance, this may include a pass/fail situation. **An “Incomplete” shall not be reimbursed until a final grade is issued.**
 - a. Evidence of satisfactory grade (**“C”** or better) along with course name and/or number
 - b. Itemized receipts for tuition, textbooks, and registration fees (including lab and/or computer fees)
 - c. Verification of course start and end dates; this may be a copy of the registration form or a copy of the course schedule.
3. The completed Tuition Reimbursement Request Form and required documentation should be submitted to the HR department. Once received the reimbursement will take 30 business days to process following the submission of all the appropriate paperwork. Approved reimbursements will be deposited, along with the employee’s regular pay, into the employee’s bank account for those employees who have direct deposit of their pay.

NOTE: All these items must show the employee’s name and school name or be included on school letterhead in order to be approved.

Employee Transfers and Separations

Employees who separate from State service prior to the completion of the course are not eligible for reimbursement. If an employee has been approved for educational assistance by reason of Reduction in Force (i.e. layoff), TBAE may honor its reimbursement commitment. However, if any employee’s separation date is prior to the beginning of the course, TBAE is not obligated to reimburse the employee. If the course work has not yet started when the layoff notice is delivered, the approval will be cancelled.

Maintaining Records

The Human Resources is responsible for retaining records, on a fiscal year basis of educational assistance activity. This information shall include the following:

1. Number of employees participating in the program
2. Amount (tuition and fees) reimbursed
3. Number of employees taking courses at agency’s request
4. Number of employees taking courses for mandated/required certification/licensing

Review Cycle

Policies and procedures are reviewed at least every two years or updated as required to ensure they reflect current information and requirements. Policies and procedures are reviewed in consultation with staff, management, and agency regulatory bodies to ensure they accommodate and are reflective of the needs of our registrants, oversight agencies, and best practice guidelines.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

Case Number: 147-14A
Respondent: Graham B. Luhn, FAIA
Location of Respondent: Houston, TX
Date of Complaint Received: July 10, 2014
Instrument: Report and Notice of Violation

Findings:

- Graham B. Luhn, FAIA (hereafter “Respondent”) is a registered architect in Texas with registration number 3283.
- On July 10, 2014, the Board received a complaint and construction documents regarding a project entitled the “Restoration of the Karnes County Courthouse” from architect Lewis Fisher, Texas architectural registration number 6110.
- Mr. Fisher’s firm was hired by Karnes County to issue construction documents for the “Restoration of the Karnes County Courthouse.” His firm issued construction documents for the project on or about October 18, 2007. Subsequently, the county terminated Mr. Fisher from the project.
- In early 2012, Karnes County provided Respondent’s firm with a set of previous courthouse drawings that were dated October 18, 2007, and prepared by Mr. Fisher. Respondent indicated that he believed Karnes County owned the construction document plans.
- On June 3, 2014, Respondent issued a set of construction documents on the project “Restoration of the Karnes County Courthouse” with his seal and signature. These plans closely resembled the plans issued by Mr. Fisher on October 18, 2007. Subsequently, Respondent provided a set of the plans dated June 3, 2014 to three General Contractors for pricing only.
- In late June 2014, Respondent resigned from the project due to personal issues, and the pricing was halted and all drawings and project manuals were returned to Respondent’s office. Respondent stated that the drawings were never used for any other purpose.
- Respondent was the subject of an enforcement case at the Texas Board of Professional Engineers regarding this project and was assessed an administrative penalty of \$3,000 for violation of their rules and statute.
- Respondent has apologized for his mistakes and cooperated with the Board in this investigation.

Applicable Statutory Provisions and Rules:

- By failing to take reasonable steps to notify Mr. Fisher of his intent to modify his sealed documents, Respondent violated Board Rule 1.104(d)(1).
- By failing to identify the extent of the modifications to Mr. Fisher’s sealed documents, Respondent violated Board Rule 1.104(d)(2).
- The Board may impose an administrative penalty upon Respondent based upon statutory criteria. TEX. OCC. CODE ANN §§1051.451 & 1051.452.

Action Recommended by Executive Director:

- The Executive Director recommends, and Respondent is prepared to accept the imposition of an administrative penalty in the sum of **\$2,000**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	091-15A
Respondent:	Philip Barry Long
Location of Respondent:	Beaumont, TX
Location of Project:	Stowell, Texas
Nature of Violation:	Violation of Architectural Barriers Act (TDLR)
Instrument:	Report and Notice of Violation

Findings:

- Philip Barry Long (hereafter “Respondent”) is registered as an architect in Texas with registration number 14350.
- On May 8, 2015, the Texas Board of Architectural Examiners (TBAE) received a referral from the Texas Department of Licensing and Regulation (TDLR) indicating that Respondent had failed to submit plans for a project known as the “New District Operations Center for Trinity Bay Conservation District” located in Stowell, Texas, to TDLR for accessibility review within 20 days of issuance as required by Texas Government Code §469.102(b). The plans and specifications were issued on January 5, 2015, and were submitted to TDLR on February 9, 2015.
- On May 21, 1999, Respondent agreed to a Consent Order in TBAE Case Number 367-99A and paid a \$150 administrative penalty to the Board based upon findings of fact that he failed to timely submit documents to TDLR for accessibility review.
- On March 9, 2011, the Board issued a Warning letter to Respondent in TBAE Case Number 169-09A for a violation of the Professional Services and Procurement Act.

Applicable Statutory Provisions and Rules:

- By failing to submit plans and specifications on a project for accessibility review no later than 20 days after issuance, Respondent violated §1051.252(2) of the Architect Registration Law and Board Rule 1.170(a).

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$2,000**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	097-15A
Respondent:	Donald Rex Powell
Location of Respondent:	Dallas, TX
Location of Project:	Southlake, Texas
Nature of Violation:	Violation of Architectural Barriers Act (TDLR)
Instrument:	Report and Notice of Violation

Findings:

- Donald Rex Powell (hereafter “Respondent”) is registered as an architect in Texas with registration number 7206.
- On May 8, 2015, the Texas Board of Architectural Examiners (TBAE) received a referral from the Texas Department of Licensing and Regulation (TDLR) indicating that Respondent had failed to submit plans for a project known as the “Southlake EMP” located in Southlake, Texas, to TDLR for accessibility review within 20 days of issuance as required by Texas Government Code §469.102(b). The plans and specifications were issued on September 2, 2014, and were submitted to TDLR on January 22, 2015.
- On July 24, 1997, Respondent agreed to a Consent Order in TBAE Case Number 365-97A and paid a \$150 administrative penalty to the Board based upon findings of fact that he failed to timely submit documents to TDLR for accessibility review.

Applicable Statutory Provisions and Rules:

- By failing to submit plans and specifications on a project for accessibility review no later than 20 days after issuance, Respondent violated §1051.252(2) of the Architect Registration Law and Board Rule 1.170(a).

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$1,000**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	146-15A
Respondent:	Patrick M. Ahearne
Location of Respondent:	Allen, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Patrick M. Ahearne (hereafter "Respondent") is registered as an architect in Texas with registration number 14649.
- Based upon the results of a random continuing education audit, it was determined that he falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	081-15L
Respondent:	Forrest A. Blaney
Location of Respondent:	Richardson, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Forrest A. Blaney (hereafter "Respondent") is registered as a landscape architect in Texas with registration number 719.
- Based upon the results of a random continuing education audit, it was determined that he falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board false information in violation of Board Rule 3.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	136-151
Respondent:	Kimberly Mawson Costigan
Location of Respondent:	Richardson, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Kimberly Mawson Costigan (hereafter “Respondent”) is registered as an interior designer in Texas with registration number 10119.
- On June 15, 2015, she was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- On July 8, 2015, she responded that due to a recent office move she could not produce complete and accurate proof of her continuing education.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2014 through December 31, 2014, Respondent violated Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	112-15A
Respondent:	Daniel Lee Dobrowski
Location of Respondent:	San Marcos, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Daniel Lee Dobrowski (hereafter “Respondent”) is registered as an architect in Texas with registration number 17346.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 31, 2014.
- In addition to failing to complete the required continuing education hours, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board’s standard assessment for providing false information is **\$700.00**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board Rule 1.69. The standard administrative penalty assessed for this violation is **\$500.00**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$1,200.00**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	140-15A
Respondent:	Chi-Sing Kenneth Hau
Location of Respondent:	Hong Kong, HK
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Chi-Sing Kenneth Hau (hereafter "Respondent") is registered as an architect in Texas with registration number 12887.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2013 through December 31, 2013. However, Respondent subsequently provided evidence of successful completion of the deficient CEPH hours.
- In addition to failing to complete the required continuing education hours, Respondent falsely certified completion of CE responsibilities in order to renew his architectural registration.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700.00**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700.00**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	137-15A
Respondent:	Jiahuar Hsieh
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Jiahuar Hsieh (hereafter "Respondent") is registered as an architect in Texas with registration number 20448.
- Based upon the results of a random continuing education audit, it was determined that she falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

Applicable Statutory Provisions and Rules:

- By indicating at the time of her online renewal that she was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	135-15A
Respondent:	John Moebes
Location of Respondent:	Chicago, IL
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- John Moebes (hereafter "Respondent") is registered as an architect in Texas with registration number 17884.
- On April 15, 2015, he was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- On July 15, 2015, he responded by contacting the Continuing Education Coordinator and informed him that due to technical difficulties from a failed computer drive he could not produce complete and accurate proof of his continuing education.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2). The hours were applied to the 2013 audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2013 through December 31, 2013, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	132-15A
Respondent:	Jose Alfredo Negrete
Location of Respondent:	San Antonio, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Jose Alfredo Negrete (hereafter "Respondent") is registered as an architect in Texas with registration number 13175.
- Based upon the results of a random continuing education audit, it was determined that he falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	111-15A
Respondent:	Clayton Nelson
Location of Respondent:	Cypress, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Clayton Nelson (hereafter "Respondent") is registered as an architect in Texas with registration number 3866.
- Based upon the results of a random continuing education audit, it was determined that he falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	134-15A
Respondent:	Carla A. Percival
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Carla A. Percival (hereafter "Respondent") is registered as an architect in Texas with registration number 12046.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete her continuing education requirements for the audit period of January 1, 2014 through December 31, 2014, but completed them prior to the renewal of her architectural registration.

Applicable Statutory Provisions and Rules:

- By failing to timely complete the required continuing education program hours during the audit period, but before her renewal period, Respondent violated Board Rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	071-15A
Respondent:	John James Speegle
Location of Respondent:	San Antonio, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- John James Speegle (hereafter "Respondent") is registered as an architect in Texas with registration number 7751.
- On January 15, 2015, he was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2013 through December 31, 2013.
- On April 23, 2015, he responded by submitting a CEPH Log and supporting documentation. A review of the documentation by the Continuing Education Coordinator determined that a portion of his continuing education requirements were completed outside of the audit period.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2013 through December 31, 2013, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	110-15A
Respondent:	Darren Sumrall
Location of Respondent:	Murphy, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Darren Sumrall (hereafter "Respondent") is registered as an architect in Texas with registration number 21792.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 31, 2014, but completed them prior to the renewal of his architectural registration.

Applicable Statutory Provisions and Rules:

- By failing to timely complete the required continuing education program hours during the audit period, but before his renewal period, Respondent violated Board Rule 1.69(b). The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	145-151
Respondent:	Hillary Merritt Waters
Location of Respondent:	Houston, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Hillary Merritt Waters (hereafter "Respondent") is registered as an interior designer in Texas with registration number 10027.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete her continuing education requirements for the audit period of January 1, 2014 through December 1, 2014, but completed them prior to the renewal of her interior design registration.

Applicable Statutory Provisions and Rules:

- By failing to timely complete the required continuing education program hours during the audit period, but before her renewal period, Respondent violated Board Rule 5.79. The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	113-15A
Respondent:	Gary Dale Williams
Location of Respondent:	Las Cruces, NM
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Gary Dale Williams (hereafter "Respondent") is registered as an architect in Texas with registration number 16684.
- Based upon the results of a random continuing education audit, it was determined that he falsely reported continuing education compliance to the Board for the audit period of January 1, 2014 through December 31, 2014.

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	133-15A
Respondent:	Richard Wilson Wright
Location of Respondent:	Dallas, TX
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Richard Wilson Wright (hereafter "Respondent") is registered as an architect in Texas with registration number 9132.
- Based upon the results of a random continuing education audit, it was determined that Respondent failed to complete his continuing education requirements for the audit period of January 1, 2014 through December 31, 2014, but completed them prior to the renewal of his architectural registration.

Applicable Statutory Provisions and Rules:

- By failing to timely complete the required continuing education program hours during the audit period, but before his renewal period, Respondent violated Board Rule 1.69. The standard administrative penalty assessed for this violation is **\$500**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$500**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number:	139-151
Respondent:	Kristy Kay Yang
Location of Respondent:	Port Washington, WI
Nature of Violation:	Violation of Continuing Education Requirements
Instrument:	Report and Notice of Violation

Findings:

- Kristy Kay Yang (hereafter "Respondent") is registered as an interior designer in Texas with registration number 10859.
- Based upon the results of a random continuing education audit, it was determined that she failed to timely complete her continuing education requirements for the audit period of January 1, 2013 through December 1, 2013.
- In addition to completing the required continuing education hours outside of the continuing education period, she falsely certified completion of her CE responsibilities in order to renew her interior design registration.

Applicable Statutory Provisions and Rules:

- By indicating at the time of her online renewal that she was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board rule 5.79(g). The Board's standard assessment for providing false information is **\$700.00**.
- By failing to timely complete the required continuing education program hours, Respondent violated Board rule 5.79(b). The standard administrative penalty assessed for this violation is **\$500.00**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$1,200.00**.

MEMORANDUM

TO: Member Board Members
Member Board Executives

FROM: Dennis Ward, AIA, NCARB
President/Chair of the
Board



DATE: October 8, 2015

SUBJECT: **Request for Comments:** Modifications to the *NCARB Education Standard*

INTRODUCTION

The education requirement for NCARB certification is a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB). There are two alternative means to satisfy the education requirement:

- Completion of the Broadly Experienced Architect (BEA) Program
- An EESA-NCARB education evaluation report stating satisfaction of the *NCARB Education Standard*.

Both alternatives utilize the *NCARB Education Standard* as criteria by which certificate applicants are assessed.

The *Standard* is also used in the EESA-NCARB education evaluation report for foreign educated applicants pursuing initial licensure in the U.S. The *Standard* is regularly reviewed and updated from time to time in order to remain relevant to current practice and in alignment with the *NAAB Conditions for Accreditation*.

The proposal for modifications to the *NCARB Education Standard* was reviewed by the NCARB Board of Directors at the June Pre-Annual Board Meeting. The Board of Directors would now like feedback from our Member Boards prior to voting on these proposed changes. Comments will be received through January 12, 2016.

Feedback from our Members Boards on these proposed changes is critical to the Board of Directors. The Board would like to assure that we have heard from our membership on this subject and that we continue to maintain the *NCARB Education Standard* as a valid and appropriate criteria by which to review an applicant's alternative education for certification.

The following pages provide details and rationale on all proposed modifications. Questions regarding the proposal should be directed to Harry Falconer (hfalconer@ncarb.org) or Michelle Dixson (mdixson@ncarb.org).

BACKGROUND

The *NCARB Education Standard* is the approximation of the requirements of a professional degree from a program accredited by the National Architectural Accrediting Board (NAAB). It includes general studies, professional studies, and electives, which together comprise a professional education in architecture.

The *NCARB Education Standard* is not the equivalent to the *NAAB Conditions for Accreditation*. The *NCARB Education Standard* is prescriptive based and includes subject area definitions and semester credit hour requirements. The *NAAB Conditions for Accreditation* are performance based and include criteria by which student outcomes are reviewed.

EXECUTIVE SUMMARY

Following the 2013 NAAB Accreditation Review Conference, the *Conditions for Accreditation* were revised and updated in 2014. The FY15 Education Committee was charged with reviewing the *NCARB Education Standard in order to confirm* relevancy and alignment with the updated Student Performance Criteria (SPC) in the *2014 NAAB Conditions for Accreditation*.

The committee, composed of education specialists and a representative from the NAAB, approached the charge by identifying misalignments between the subject areas of the *Standard* and the SPC of the *Conditions*, eliminating overlap between the two sets of requirements, and addressing SPC not currently covered in the *Standard*. This approach led to modifications, including nomenclature changes, reorganization and addition of subject area categories, merging of categories, and adjustments to semester credit hour requirements. The proposed changes include an update to the *Standard's* subject area and category definitions completed in collaboration with NAAB subject matter experts.

Please refer to the attached *Education Standard* Comparison Chart and the *Education Standard* redline document for details regarding the proposed changes.

PROPOSED EDUCATION STANDARD OUTLINE

In this proposed outline, the relative NAAB SPC are identified and aligned under each subject area, with the exception of General Education. The language from each of the NAAB SPC was then integrated into the *NCARB Education Standard* based upon the proposed alignments.

- I. **General Education** (currently 45 semester credit hours); remain as is.
- II. **History and Theory, Human Behavior, and Environment** (currently 16 semester credit hours) *Proposed Changes:*
 - Subject Area title change to History and Theory, and Human Behavior.
 - Requirement reduction from 16 to 12 semester credit hours.
 - Relocate Environment category to studio design hours.
 - The remaining three (3) semester credit hours may be in any one or more categories of the History and Theory, and Human Behavior subject area.

Proposed Categories and Related SPC:

- A. History and Theory – 6 semester credit hours min.
 - i. A.7 – History and Global Conditions
- B. Human Behavior – 3 semester credit hours min.
 - ii. A.8 – Cultural Diversity and Social Equity

- III. **Technical Systems** (currently 24 semester credit hours) *Proposed Changes:*
 - Subject Area title change to Building Practices.
 - Requirement increase from 24 to 27 semester credit hours.
 - Move Technical Documentation from Practice Subject Area to this Subject Area.
 - Category title change from Building Service Systems and Building Envelope/Enclosure Systems to Building Service and Building Enclosure Systems.
 - Add Financial Considerations category

Proposed Categories and Related SPC:

- A. Structural Systems – 6 semester credit hours min.
 - i. B.5 – Structural Systems
- B. Environmental Control Systems – 6 semester credit hours min.
 - ii. B.6 – Environmental Systems
- C. Construction Materials and Assemblies – 6 semester credit hours min.
 - iii. B.8 – Building Materials and Assemblies
- D. *Building Service and Building Enclosure Systems* – 3 semester credit hours min. (title change)
 - iv. B.7 – Building Envelope Systems and Assemblies
 - v. B.9 – Building Service Systems
- E. *Technical Documentation* – 3 semester credit hours min. (moved from Practice)
 - vi. B.4 – Technical Documentation
- F. *Financial Consideration* – 3 semester credit hours min. (added requirement)
 - vii. B.10 – Financial Considerations

IV. **Design** (currently 50 semester credit hours) *Proposed Changes:*

- Requirement reduction from 50 to 42 semester credit hours.
 - This reduction in semester credit hours is based on the linking study performed by the committee. The NAAB SPC linked to Design Levels I-IV only, therefore the committee has proposed the elimination of Design V, which required 8 credit hours.
 - Current Level V Design, which includes comprehensive design requirements, is now represented in *Integrated Design*, the proposed fourth category.
 - The remaining ten (10) semester credit hours may be in any one or more categories of the Design subject area.
- Categories renamed and redefined.
 - Eliminates the misperception that Design Levels, which demonstrate knowledge that is built upon through each consecutive Level, are sequential and refer to years in school.
 - Provides a more accurate reflection of the criteria.

Proposed Categories and Related SPC:

- A. *Fundamental Design (current Level I) – 8 semester credit hours min.*
 - i. A.1 - Professional Communication Skills
 - ii. A.2 - Design Thinking
 - iii. A.4 - Architectural Design Skills
 - iv. A.5 - Ordering Systems
- B. *Program and Site Design (current Level II) – 8 semester credit hours min.*
 - i. B.1 - Pre-Design
 - ii. B.2 - Site Design
 - iii. Added language from NAAB Perspectives on sustainability and environmental design
- C. *Research and Investigative Based Design (current Levels III and IV) – 8 semester credit hours min.*
 - i. A.3 - Investigative Skills
 - ii. A.6 - Use of Precedents
 - iii. C.1 - Research
- D. *Integrated Design (current Levels IV and V) – 8 semester credit hours min.*
 - i. C.2 - Integrated Evaluations and Decision-Making Design Process
 - ii. C.3 - Integrative Design

V. **Practice** (currently 9 semester credit hours, of which 3 must be in

Laws and Regulations) *Proposed*

Changes:

- Requirement increase from 9-12 semester credit hours.
- Require an additional minimum of 3 credit hours in Ethics and Professional Conduct.
- Category title change from Project Process to Stakeholder Roles in Architecture.
- Subject Area title change to Professional Practice.
- The remaining six (6) must be distributed across the other three categories.

Proposed Categories and Related SPC:

- A. Stakeholder Roles in Architecture – 3 semester credit hours max.
 - i. D.1 – Stakeholder Roles in Architecture
- B. *Project Management* – 3 semester credit hours max. (change title)

- ii. D.2 – Project Management
- C. Business Management – 3 semester credit hours max.
- iii. D.3 – Business Practices
- D. Laws and Regulations – 3 semester credit hours min.
 - iv. B.3 – Code and Regulations
 - v. D.4 – Legal Responsibilities
- E. *Ethics and Professional Conduct* – 3 semester credit hours min.
 - vi. D.5 – Professional Conduct

VI. **Electives** (currently 16 semester credit hours) *Proposed Changes:*

- Requirement decrease from 16-12 semester credit hours.
- Subject Area title change to Optional Studies.

Note: Although there is an overall reduction of ten semester credit hours, the proposed *Standard* includes the same percentage of architecture related coursework as the current *Standard*. The proposed total (150 semester credit hours) is also in alignment with the current requirements for an accredited Bachelor of Architecture degree program. The resulting outline provides a distribution of hours and subject areas that are aligned with the *2014 NAAB Conditions for Accreditation*.

CONCLUSION

The Education Committee, educators and subject matter experts in education evaluation were engaged in the comprehensive assessment and revision of the proposed *NCARB Education Standard*. The reorganization, revisions to nomenclature and subject area definitions, and adjustment of semester credit hour requirements maintains the relevancy and currency of the *Standard* as the criteria by which to review applicants for licensure and/or certification.

Comments will be received through January 10, 2016 and the Board of Directors will be reviewing these comments and voting on these proposed changes at a special meeting scheduled for January 30, 2016.

The *NCARB Education Standard* is the approximation of ~~the a first requirements of a~~ professional degree from a NAAB-accredited degree program. It includes general studies, professional studies, and ~~electives optional studies~~, which together comprise a professional liberal education in architecture.

The *NCARB Education Standard* is the criteria for the EESA-NCARB Education Evaluation (described on page 19 of the *Education Guidelines*). An EESA-NCARB Education Evaluation is required for two types of applicants who are seeking to satisfy one of two alternates to the education requirement for NCARB certification:

1. ➤ Applicants who have a professional degree in architecture from a country other than the United States or Canada and whose degree meets the requirements for licensure in that country, ~~and~~
2. ➤ Applicants for the Broadly Experienced Architect (BEA) Program who have at least 64 semester credit hours (or 96 quarter credit hours) of post-secondary education.

The EESA-NCARB Education Evaluation process is described on page 20 and the BEA Program is described on page 9 of the *Education Guidelines*. The education requirement for NCARB certification is described in the *Handbook for Interns and Architects Certification Guidelines*.

The *NCARB Education Standard*, the individual subject areas and categories of the *NCARB Education Standard*, and means to satisfy any identified deficiencies are described ~~below and~~ on the following pages. The following definitions have been developed to approximate the requirements of a NAAB-accredited degree program in architecture.

¹ ¹ A “credit hour” is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout a term. Students are awarded credit for classes on the basis of the

A minimum of ~~160~~150 semester credit hours¹ (which is the equivalent of ~~240~~225 quarter credit hours) of academic credit is required and is grouped into six subject areas: General Education; History and Theory ~~and~~; Human Behavior, ~~and Environment~~; ~~Technical Systems Building Practices~~; ~~Practice~~; Design; ~~Professional Practice~~; and ~~Electives Optional Studies~~.

1. General Education

A total of 45 semester credit hours are required. At least three (3) hours in the Communication Skills category must be in English Composition. The remaining 42 hours may be in any one or more categories of the General Education subject area.

A. Communication Skills

Communication Skills are defined as effective written and oral communication using the conventions of Standard English as taught in ~~the United States~~English-speaking countries.

Acceptable courses include English composition, English grammar, public speaking, media communication, community consensus building, research methods, speech communication, business communication, and introductions to research.

Courses in English literature are NOT acceptable in this category, but they are acceptable in Humanities and Arts. Courses in English as a foreign language are NOT acceptable

in Communication Skills; however, they may be acceptable in Humanities and Arts.

B. Humanities and Arts

Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester (Definition of a Carnegie Unit). Generally, in the U.S., a semester credit hour is measured as 15-16 contact hours per semester.

Humanities and Arts are defined as the academic study of the expressions and artifacts of human experience in word, image, music, and gesture using methods that are primarily analytic, critical, or speculative and that apply rational thought to construct and assess opinions, ideas, and arguments.

Acceptable courses include philosophy, ancient and modern languages, literature, law, history, philosophy, religion, visual, performing and applied arts, and language courses other than English.

C. Quantitative Reasoning

Quantitative Reasoning is defined as the study of quantitative methods and rational, systematic steps based on sound mathematical procedures to arrive at a conclusion.

Acceptable courses include algebra, analytic and descriptive geometry, trigonometry, calculus, logical reasoning, precalculus, linear algebra, and statistics.

D. Natural Sciences

Natural Sciences is defined as the study of the universe using a naturalistic approach, which is understood as obeying rules or

laws of natural origin. The term Natural Science is also used to distinguish study in those fields that use the scientific method to study science and nature.

Acceptable courses include astronomy, astrophysics, bacteriology, biology, chemistry, earth science, physics, geology, zoology, microbiology, biochemistry, and botany.

E. Social Sciences

Social Sciences is defined as the study of the fields of academic scholarship that explore human society.

Acceptable courses include: anthropology, archaeology, economics, geography, history, law, linguistics, human geography, political science, gender studies, racial/ethnic studies, geography, international studies, psychology, and sociology.

Satisfying deficiencies in General Education Relevant courses may be taken at any university, college, or community college that is accredited by one of the six regional accrediting associations in the United States: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. Information concerning regional accreditation is usually found on each academic institution's website. It can also be obtained from the admissions office or the registrar.

If a U.S. regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution or by the College Entrance Examination Board's Advance Placement Program, and if that credit is listed on an official transcript issued by that institution, then that credit can be used to satisfy the general education requirement.

The College Level Examination Program (CLEP) can be used to satisfy the general education requirement. The score required varies from subject to subject. Further information can be obtained from NAAB.

2. History ~~a~~And Theory, ~~and~~ Human Behavior, ~~And~~ Environment

A total of at least ~~16-12~~ semester credit hours, with minimum requirements for each category as indicated:

- A. ~~>~~History and Theory (6)
- B. ~~>~~Human Behavior (3)

~~>~~Environment (3)

The remaining four (~~43~~) semester credit hours may be in any one or more categories of the History and Theory, ~~and~~ Human Behavior, ~~and~~ Environment subject area.

A. History ~~a~~And Theory

History and Theory are defined as the study of the traditions of architecture and the built environment, landscape architecture, urban form, and construction by which diverse human needs, values, and aspirations have been addressed in response to cultural, climatic, ecological, technological, socioeconomic, and public health constraints.

Acceptable topics include historical movements in architecture; history of architecture, landscape architecture, and urban ~~ism-design~~, history of building technology, and theory of architecture.

Courses in art history, cultural history, economic history, and political history are NOT acceptable in this category, but they are acceptable in General Education.

B. Human Behavior

Human Behavior is defined as the study of the characteristics, nature, and behavior ~~al norms~~ of diverse individuals and groups that relate to the ~~economic~~, physical and spatial environments in which they function, and to the processes of environmental modification and change.

Acceptable topics include the study of ~~environmental psychology~~, ergonomics, human behavior, post-occupancy studies, cultural diversity, social diversity, and social response to the environment.

Satisfying deficiencies in History and Theory and Human Behavior

Relevant courses may be taken at any university, college, or community college that is accredited by one of the six regional accrediting associations in the United States: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

Courses taken at community or junior colleges are acceptable for satisfying deficiencies in the History and Theory and Human Behavior requirement category and the Human Behavior category only.

Satisfying Deficiencies in Environment

Courses to satisfy deficiencies in this category may be taken at either

~~➤ Four-year institutions that offer a professional degree program accredited by NAAB or CACB/CCCA. A list of institutions with NAAB and CACB/CCCA-accredited programs can be found here.~~

OR

~~➤ Four-year institutions that offer a pre-professional degree in architecture but do not also offer a NAAB or CACB/CCCA-accredited program.~~

All courses must be approved by NAAB in advance

~~If a U.S. regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution, and if that credit is listed on an official transcript issued by that institution, then that credit can be used to satisfy these subject area requirements.~~

3. Technical Systems Building Practices

A total of at least 24-27 semester credit hours, with minimum requirements for each category as indicated:

A. ➤ Structural Systems (6)

- B. ➤ Environmental Control Systems (6)
- C. ➤ Construction Materials and Assemblies (6)
- D. ➤ Building Service ~~Systems~~ and Building Enclosure Envelope/ Enclosure Systems (3)
- E. Technical Documentation (3)
- ~~D.~~F. Financial Considerations (3)

The remaining three (3) hours may be in any one or more categories of the Technical Systems subject area.

A. Structural Systems

Structural Systems are defined as the study of the basic structural elements of buildings, their interaction as a support system, the forces that act on and in buildings, and the principles, theory, and appropriate applications of these systems.

Acceptable topics include analysis of structural systems, construction, construction assemblies, determinate and indeterminate systems, equilibrium, forces and force systems, free body diagrams, gravity, lateral and seismic forces, loads, mechanics of materials, resolution of external forces, shear and bending moments, sizing of structural members, stability, statics, strength of materials, stress and strain, structural elements, structural systems in wood, steel and concrete, and theory of structures.

B. Environmental Control Systems

Environmental Control Systems are defined as the study of building elements that pertain to the modification of the microclimate for purposes of human use and comfort.

Acceptable topics include acoustics, air conditioning, building core systems, energy, energy efficiency, energy transmission, environmental systems, active and passive heating and cooling systems, lighting (natural and artificial), solar geometry, natural ventilation, indoor air quality, solar energy utilization, and sustainability.

C. Construction ~~materials~~ Materials and Assemblies

Construction Materials and Assemblies are defined as the study of the basic principles and appropriate selection and application of characteristics of building materials and how they are used, made, and appropriately applied in a building project interior and exterior construction materials, finishes, products, components, and the assemblies based on their inherent performance, including environmental impact and reuse-

Acceptable topics include physical properties of building materials, fenestration, sustainable material selection, detailing, installation characteristics of material assemblies, and associated assembly cost for labor and materials, and material use and detailing.

D. Building Service ~~Systems~~ and Building Envelope/Enclosure Systems

Building Service and Building Enclosure Systems ~~and Building Envelope/Enclosure Systems~~ are defined as the study of the appropriate selection and application of: bBuilding sService sSystems including lighting, the application and performance of non-thermal mechanical, plumbing, electrical, control, communications, vertical transportation, security, fire protection, nonthermal mechanical, control, circulation, and signal systems and application of Bbuilding EEnvelope/Eenclosure

sSystems relative to, the performance fundamental performance, aesthetics, moisture transfer, durability, and energy. characteristics of the building envelope/enclosure.

Acceptable topics in Building Envelope/Enclosure Systems include curtain wall systems, sustainability, construction methods, facades, moisture transfer, durability, energy performance, and material use and detailing. Acceptable topics in Building Service Systems include plumbing, electrical, vertical transportation, security, control, communication, and fire protection and life safety systems.

E. Technical Documentation

Technical documentation is defined as the study of preparing technically clear and accurate drawings, preparing outline specifications, and models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.

F. Financial Considerations

Financial considerations are defined as the study of building economics and the fundamentals of building costs, project financing, methods, and feasibility.

Acceptable topics include building costs, cost and benefit analysis, cost control, development costs, estimating, finance, life-cycle costing, site acquisition and development, and value engineering.

Satisfying deficiencies in **Technical Systems Building Practices**
 Courses to satisfy deficiencies in this category may be taken at either

> Four-year institutions that offer a professional degree program accredited by NAAB or CACB/CCCA. A list of institutions with NAAB- and CACB/CCCA-accredited programs can be found [here](#).

OR

> Four-year institutions that offer a pre-professional degree in architecture but do not also offer a NAAB- or CACB/CCCA accredited program. Courses taken at community or junior colleges are NOT acceptable for satisfying deficiencies in [technical systems building practices](#).

All courses must be approved by NAAB in advance.

[Courses taken at community or junior colleges are NOT acceptable for satisfying deficiencies in technical systems.](#)

If a U.S.-regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution, and if that credit is listed on an official transcript issued by that institution, then that credit can be used to satisfy these subject area requirements.

45. Design

A total of at least 5042 semester credit hours with a including at least one Level V design studio sequence, with a minimum of eight

(8) hours and maximum of twelve (12) hours in each level in each area. The remaining ten (10) hours may be in one or more areas of Design.:

A. —> Level I Fundamental Design (8)

A.

B. —> Level II Programming and Site Design (8)

C. —> Level III Research and Investigative-Based Design (8)

> Level IV

D. —> Level V Integrated Design (8)

The remaining ten (10) hours may be in any one or more levels of the Design subject area with no more than twelve (12) hours in any one level.

Design is defined as collection of data or information, the analysis, synthesis, use of judgment, and development and communication tools and methods that architects use to understand, assess, bring together, and express the ideas that lead to a built project.

Design is divided into five levels. Each level requires competency in the subordinate level(s).

A. Level I Fundamental Design:

Level I is defined as individual I Learning experiences that require students to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards; use basic formal, organizational and environmental principles and the capacity of each to inform within two-dimensional and threedimensional design; spatial contexts and ordering systems; basic architectural and application of the fundamentals of both natural and formal ordering systems and the capacity of each;

and articulating effectively and using representational media appropriate for the assignment. ~~environmental design principles, beginning user consciousness with a familiarity of spatial analysis, natural and formal ordering systems, design process methodology, and development of communication skills using appropriate media; and design literacy.~~

B. ~~Level II~~ Programming and Site Design:

Learning experiences in which students are required to prepare a comprehensive program for an architectural project that includes an assessment of client and user needs; an inventory of spaces and their requirements; an analysis of site conditions (including existing buildings); a review of the relevant building codes and standards, including relevant sustainability requirements, and an assessment of their implications for the project; and a definition of site selection and design assessment criteria; to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design. ~~Level II is defined as individual learning experiences with emphasis on the environment, precedent, user-space study, investigative skills, and further design skill development; introduction of qualitative technical materials; a minimum proficiency in the design and communication of simple buildings with an introductory understanding of client need assessment, site (including existing building) assessment, construction and structural systems; and data analysis, programming, site analysis, and design.~~

C. ~~Level III~~ Research and Investigative-Based Design:

Learning experiences that require students to utilize methods for gathering, assessing, recording, and comparatively evaluating relevant information and performance in order to support conclusions related to a specific project or assignment; to use theoretical and applied research methodologies and practices necessary in the design process; to examine and comprehend the fundamental principles present in relevant precedents and make informed choices about the incorporation of such principles into architecture projects. ~~Level III is defined as individual and group learning experiences with emphasis on simple and complex building case studies with applied research and qualitative technical input; individual and group projects; development of total building synthesis design skills including building envelope/enclosure systems and assemblies; a general proficiency in the complete design of simple buildings with a minimum ability to deal with complex buildings and multibuilding complexes; site analysis and design, principles of sustainable design related to manmade and natural resources, healthful environments, and reduced impact on the environment; and visual representation of each stage of the programming and design process including traditional and digital media.~~

D. ~~Level IV~~ Integrated Design:

Learning experiences that require the student to evaluate options and reconcile the implications of design decisions across systems and scales; to synthesize variables from diverse and complex systems into an integrated architectural solution, while responding to environmental stewardship goals across multiple systems including building design and detailing, planning, programming with integrated structural, mechanical, environmental, building services systems, accessibility, site conditions, life safety, building enclosure systems and

assemblies. Level IV is defined as individual or group learning that emphasizes the synthesis of complex building and multi-building complexes within the urban context; integration of technical information; ability to create technical drawings and specifications; general proficiency in the total synthesis of complex buildings and related systems; structural, environmental, service, transportation, communication, lifesafety, and accessibility systems; and the social ramifications of planning and architecture. Studio learning at this level may integrate the use of digital media in design decision-making. Level IV requires collaborative group projects and requires mastery of Levels I, II, and III.

E. Level V: Level V is defined as individual or group learning that emphasizes comprehensive design and complex building design, planning, and urban design. Level V work must indicate a mastery of data collection, analysis, programming, planning, building design; an understanding of the basic principles of structural design, building service system design, building envelope/enclosure systems, landscape design; facility in other related knowledge and skills; and a full range of representational skills including traditional and digital media. Level V requires collaborative group projects and requires mastery of Levels I, II, III, and IV.

Satisfying deficiencies in design

All deficiencies in design must be satisfied in studio courses offered either within a professional degree program accredited by the NAAB or the CACB/CCCA or in a pre-professional architecture degree program offered at a four-year institution accredited by a U.S. regional accrediting agency.

Studios must be administered or monitored by a member of the design faculty and must be taken for academic credit.

A list of NAAB- and CACB/CCCA-accredited programs can be found at www.naab.org/architecture_programs/home.

[www.naab.org/architecture_programs/www.naab.org/architecture_programs/](http://www.naab.org/architecture_programs/www.naab.org/architecture_programs/www.naab.org/architecture_programs/)

Courses in graphic communication, computer-assisted design, and digital design media (e.g. building information modeling programs) may be used to fulfill Levels II-IV when they are clearly integrated with studio courses. If such courses are taken on their own and without integration in a specific studio, they will be allocated as electives. Completion of a comprehensive studio in Level IV or Level V is required.

All design studio courses must be approved by NAAB in advance.

54. Professional Practice

A total of at least ~~nine-twelve~~ (129) semester credit hours are required with a minimum of three (3) in Laws and Regulations and three (3) in Ethics and Professional Conduct. At least three (3) hours must be in: The remaining six (6) must be distributed across the other three categories.

>Laws and Regulations

A. The other six (6) hours must be in the following categories with no more than three (3) hours in any one category:

~~B.A.~~ → Project Process Stakeholder Roles in Architecture (3 max)

~~C.B.~~ → Project Economics Management (3 max)

~~D.C.~~ → Business Management (3 max)

~~E.D.~~ → Technical Documentation Laws and Regulations (3 min)

~~F.E.~~ → Ethics and Social Responsibility Professional Conduct (3min)

A. ~~Project Process Stakeholder Roles in Architecture~~ Project Process Stakeholder Roles in Architecture is defined as the study of the relationships among key stakeholders in design process (client, contractor, architect, user groups, and local community) and the architect’s role to reconcile stakeholder needs.

Acceptable topics include: Urban and community center design practice studios, and special topic courses on public good projects and professional practice courses identifying the roles and responsibilities of stakeholders.

~~entire range of activities involved in a typical architectural design project as it moves from inception through completion of construction. These activities include not only those which the architect carries out, but also those of other professionals.~~

Acceptable topics include bidding and negotiation, client relationships, leadership and collaboration, construction documents, contracts, design development, problem identification, project management, programming, site

~~analysis, building code and accessibility analysis, and specifications.~~

B. ~~Project Economics Management~~

Project Economics Management is defined as the study of the entire range of activities involved in a typical architectural design project as it moves from inception through completion of construction including methods for selecting consultants and assembling teams; identifying work plans, project schedules, and time requirements; and recommending project delivery methods. ~~financial aspects of building, including the economics of development.~~

Acceptable topics include bidding and negotiation, client relationships, leadership and collaboration, construction documents, construction management, contracts, design development, problem identification, project management, programming, site analysis, building code and accessibility analysis, and specifications. ~~building costs, cost and benefit analysis, cost control, development costs, estimating, finance, life-cycle costing, site acquisition and development, and value engineering.~~

C. ~~Business Management~~

Business Management is defined as the study of the concepts, standards, and procedures practices related to different forms of organization for architectural practice, ~~including private and corporate offices as well as public sector organizations and agencies.~~

Acceptable topics include business management, financial management, risk management, office management, office organization, customer service, legal agreements, marketing.

negotiating legal agreements, legal and licensure responsibilities, professional liability, risk management, and rules of professional conduct.

D. Laws and Regulations

Laws and Regulations are defined as the study of the body of common law, legislation, codes and standards, and regulation in the United States, ~~including rules of professional conduct~~ that affect architectural practice.

Acceptable topics include accessibility standards, barrier-free design, building codes, laws affecting architectural practice, environmental regulation, life-safety systems, professional liability, professional service contracts, professional registration, ~~professional rules of conduct~~, tax laws, and zoning regulations. Courses in foreign law are NOT acceptable, but may be acceptable in the Electives subject area.

~~**E. Technical Documentation** Technical Documentation is defined as the study of the ability to prepare technically clear and accurate drawings, outline specifications, and models illustrating and identifying the assembly of materials, systems, and components appropriate for a building design.~~

~~**EF. Ethics and Social Responsibility**~~**Professional Conduct** Ethics and ~~Social Responsibility~~**Professional Conduct** are defined as the study of ~~the application~~ethical issues involved in the exercise of professional judgment ~~and leadership on ethical subjects regarding social, legal, political, and cultural issues in architectural design and practice.~~ ~~It~~ This also includes the role of the NCARB Rules of Conduct and the AIA Code of Ethics in defining professional conduct. ~~architect's responsibility to work~~

~~in the public interest, to respect historic assets, and to improve the quality of life for local and global societies.~~

Satisfying deficiencies in Practice

Relevant courses may be taken at any university, college, or community college that is accredited by one of the six regional accrediting associations in the United States: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western

Association of Schools and Colleges.

All courses must be approved in advance by the NAAB.

If a U.S.-regionally accredited academic institution grants credit in relevant subjects on the basis of equivalency examinations administered by the institution, and if that credit is listed on an official transcript issued by that institution, then that credit can be used to satisfy these subject area requirements.

~~**5. Design** A total of at least 50 semester credit hours including at least one Level V design studio sequence, with a minimum of eight (8) hours and maximum of twelve (12) hours in each level:~~

- ~~➤ Level I~~
- ~~➤ Level II~~
- ~~➤ Level III~~
- ~~➤ Level IV~~
- ~~➤ Level V~~

The remaining ten (10) hours may be in any one or more levels of the Design subject area with no more than twelve (12) hours in any one level.

Design is defined as the analysis, synthesis, use of judgment, and development and communication tools and methods that architects use to understand, assess, bring together, and express the ideas that lead to a built project.

Design is divided into five levels. Each level requires competency in the subordinate level(s).

A. Level I:

Level I is defined as individual learning experiences within two-dimensional and three-dimensional spatial contexts and ordering systems; basic architectural and environmental design principles, beginning user consciousness with a familiarity of spatial analysis, natural and formal ordering systems, design process methodology, and development of communication skills using appropriate media; and design literacy.

B. Level II:

Level II is defined as individual learning experiences with emphasis on the environment, precedent, user space study, investigative skills, and further design skill development; introduction of qualitative technical materials; a minimum proficiency in the design and communication of simple buildings with an introductory understanding of client need assessment, site (including existing building) assessment, construction and structural systems; and data analysis, programming, site analysis, and design.

C. Level III: Level III is defined as individual and group learning experiences with emphasis on simple and complex building case studies with applied research and qualitative technical input; individual and group projects; development of total building synthesis design skills including building envelope/enclosure systems and assemblies; a general proficiency in the complete design of simple buildings with a minimum ability to deal with complex buildings and multi-building complexes; site analysis and design, principles of sustainable design related to manmade and natural resources, healthful environments, and reduced impact on the environment; and visual representation of each stage of the programming and design process including traditional and digital media.

D. Level IV: Level IV is defined as individual or group learning that emphasizes the synthesis of complex building and multi-building complexes within the urban context; integration of technical information; ability to create technical drawings and specifications; general proficiency in the total synthesis of complex buildings and related systems; structural, environmental, service, transportation, communication, lifesafety, and accessibility systems; and the social ramifications of planning and architecture. Studio learning at this level may integrate the use of digital media in design decision making. Level IV requires collaborative group projects and requires mastery of Levels I, II, and III.

E. Level V: Level V is defined as individual or group learning that emphasizes comprehensive design and complex building design, planning, and urban design. Level V work must indicate a mastery of data collection, analysis, programming, planning,

~~building design; an understanding of the basic principles of structural design, building service system design, building envelope/enclosure systems, landscape design; facility in other related knowledge and skills; and a full range of representational skills including traditional and digital media. Level V requires collaborative group projects and requires mastery of Levels I, II, III, and IV.~~

Satisfying deficiencies in design

~~All deficiencies in design must be satisfied in studio courses offered either within a professional degree program accredited by the NAAB or the CACB/CCCA or in a pre-professional architecture degree program offered at a four-year institution accredited by a U.S. regional accrediting agency.~~

~~Studios must be administered or monitored by a member of the design faculty and must be taken for academic credit.~~

~~A list of NAAB and CACB/CCCA accredited programs can be found at www.naab.org/architecture_programs/.~~

~~Courses in graphic communication, computer-assisted design, and digital design media (e.g. building information modeling programs) may be used to fulfill Levels II-IV when they are clearly integrated with studio courses. If such courses are taken on their own and without integration in a specific studio, they will be allocated as electives. Completion of a comprehensive studio in Level IV or Level V is required.~~

~~All design studio courses must be approved by NAAB in advance.~~

6. Elective Subjects Optional Studies

The minimum number of semester credit hours in each subject area listed above total 138144 hourssemester credit hours. The additional 16-12 hours-semester credit hours may be in any one or more of the five subject areas and/or acceptable ElectivesOptional Studies.

Acceptable Electives-topics in this area include architecture, business administration, computer science, engineering, interior design, landscape design, law, public administration, urban design, and other subjects that in the opinion of NAAB are acceptable toward ElectivesOptional Studies.

NCARB Education Standard

A comparison of the current and proposed requirements

Current

Proposed

Subject Area and Category	Semester Credit Hour Requirement	Subject Area and Category	Semester Credit Hour Requirement
General Education	45 Hours	General Education	45 Hours
A. Communication Skills	3 Hours min. in English Composition	A. Communication Skills	3 Hours min. in English Composition
B. Humanities and Arts	N/A	B. Humanities and Arts	N/A
C. Quantitative Reasoning	N/A	C. Quantitative Reasoning	N/A
D. Natural Sciences	N/A	D. Natural Sciences	N/A
E. Social Sciences	N/A	E. Social Sciences	N/A
History and Theory, Human Behavior, and Environment	16 Hours	History and Theory, and Human Behavior	12 Hours
A. History and Theory	6 Hours min.	A. History and Theory	6 Hours min.
B. Human Behavior	3 Hours min.	B. Human Behavior	3 Hours min.
C. Environment	3 Hours min.		
Technical Systems	24 Hours	Building Practices	27 Hours
A. Structural Systems	6 Hours min.	A. Structural Systems	6 Hours min.
B. Environmental Control Systems	6 Hours min.	B. Environmental Control Systems	6 Hours min.
C. Construction Materials and Assemblies	6 Hours min.	C. Construction Materials and Assemblies	6 Hours min.
D. Building Service Systems and Building Envelope/Enclosure Systems	3 Hours min.	D. Building Service and Building Enclosure Systems	3 Hours min.
		E. Technical Documentation	3 Hours min.
		F. Financial Considerations	3 Hours min.

Practice	9 Hours	Professional Practice	12 Hours
A. Project Process	3 Hours max.	A. Stakeholder Roles in Architecture	3 Hours max.
B. Project Economics	3 Hours max.	B. Project Management	3 Hours max.
C. Business Management	3 Hours max.	C. Business Management	3 Hours max.
D. Laws and Regulations	3 Hours min.	D. Laws and Regulations	3 Hours min.
E. Technical Documentation	3 Hours max.	E. Ethics and Professional Conduct	3 Hours min.
F. Ethics and Social Responsibility	3 Hours max.		
Design	50 Hours	Design	42 Hours
A. Level I	8 Hours min. / 12 Hours max.	A. Fundamental Design	8 Hours min.
B. Level II	8 Hours min. / 12 Hours max.	B. Programming and Site Design	8 Hours min.
C. Level III	8 Hours min. / 12 Hours max.	C. Research and Investigative Based Design	8 Hours min.
D. Level IV	8 Hours min. / 12 Hours max.	D. Integrated Design	8 Hours min.
E. Level V	8 Hours min. / 12 Hours max.		
Electives	16 Hours	Optional Studies	12 Hours
Total	160 Hours	Total	150 Hours

TBAE EVENT CALENDAR 2015

- 01 New Year's Day (Agency Closed)
- 02 TBAE Holiday (Skeleton Crew)
- 19 M.L. King Day (Agency Closed)
- 21 Board Meeting – Select Candidates
- 22 Board Meeting

84th Legislative Session begins

JANUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 03 Independence Day (Agency Closed)

- 16 Presidents Day (Agency Closed)
- 19 Board Meeting – ED Position Interviews

FEBRUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

AUGUST						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 13 METROCON15 (Aug 13-14)
- 24 Board Meeting
- 27 LBJ Birthday (Skeleton Crew)

*2016 BOAT Annual Conference (Aug 2-5)
Sugarland

- 02 Texas Independence (Skeleton Crew)
- 12 NCARB MBE Workshop (Mar 12-14)
Hilton Long Beach, Long Beach, CA
- 13 NCARB Regional Summit – Long Beach, California

MARCH						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 07 Labor Day (Agency Closed)
- 16 CLARB Annual Meeting (Sep 16-19)
Loews New Orleans Hotel
New Orleans, Louisiana
- 24 2015 LRGV-AIA BBC Conference (Sep 24-26)
South Padre Island Convention Centre

- 02 Board Meeting – ED Appointment
- 03 Good Friday (Optional)
- 21 San Jacinto Day (Skeleton Crew)
- 22 TX ASLA Conference (Apr 22-24)
Galveston
- 30 Personal Financial Statement due to the Ethics Commission

APRIL						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 29 Board Meeting

- 07 Board Meeting
- 25 Memorial Day (Agency Closed)

MAY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 05 TxA 76th Annual Convention & Design Expo (Nov 5-7)
Dallas, Texas
- 11 Veterans Day (Agency Closed)
- 13 2015 Annual CIDQ Council of Delegates Meeting (Nov 13-14)
The Georgian Terrace Hotel,
Atlanta, Georgia
- 25 TBAE Holiday (4 hrs. Skeleton Crew)
- 26 Thanksgiving Day (Agency Closed)
- 27 Day after Thanksgiving (Agency Closed)

- 01 84th Legislative Session Ends
- 17 NCARB Annual Meeting (Jun 17-20)
Roosevelt Hotel,
New Orleans, Louisiana
- 19 Emancipation Day (Skeleton Crew)

JUNE						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 23 TBAE Holiday (4 hrs. Skeleton Crew)
- 24 Christmas Eve (Agency Closed)
- 25 Christmas Day (Agency Closed)
- 28 TBAE Holiday (Agency Closed)
- 31 New Year's Eve (4 hrs. Skeleton Crew)

TBAE EVENT CALENDAR 2016

01 New Year's Day (Agency Closed)
 18 M.L. King Day (Agency Closed)
 19 Confederate Heroes Day (Skeleton Crew)

JANUARY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

04 Independence Day (Agency Closed)

JULY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Presidents Day (Agency Closed)
 25 Board Meeting

FEBRUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

2 BOAT Annual Conference
 Sugarland, Texas (Aug 2-5)
 11 METROCON16 Expo & Conference
 Dallas, Texas
 17 Board Meeting

AUGUST						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

02 Texas Ind. Day (Skeleton Crew Holiday)
 25 Good Friday (4 hrs. Skeleton Crew)
 NCARB MBE Workshop
 NCARB Regional Summit

MARCH						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

05 Labor Day (Agency Closed)
 22 CLARB Annual Meeting

SEPTEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

28 2016 Texas ASLA Annual Conference
 Fort Worth Convention Center
 21 San Jacinto Day (Skeleton Crew Holiday)

APRIL						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

27 Board Meeting

OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

30 Memorial Day (Agency Closed)
 26 Board Meeting - NCARB CEO Visit

MAY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

03 TxA Conference
 11 Veterans Day (Agency Closed)
 23 TBAE Holiday (4 hrs. Skeleton Crew)
 24 Thanksgiving Day (Agency Closed)
 25 Day after Thanksgiving (Agency Closed)
 CIDQ Annual Meeting

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NCARB Annual Meeting

JUNE						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Holiday Schedule
 23 TBAE Holiday (Agency Closed)
 26 Day after Christmas (Agency Closed)
 27 TBAE Holiday (Agency Closed)
 28 TBAE Holiday (Skeleton Crew)
 29 TBAE Holiday (Skeleton Crew)
 30 TBAE Holiday (Skeleton Crew)

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31